

MOODLE

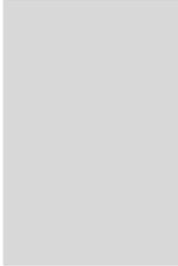
Training

-Basic-

List of Contents



Moodle Highlights



Moodle and Office 365



Course Setting



Add Course Materials
(Resources)



Add and set
assignments, grading
and view the grades



Simple report to check
assignment

MOODLE

A learning platform for **educators** and learners to create personalized learning environments.



MOODLE 3.1 – Release Highlights

- Easier Section Editing
- Recycle Bin
- Annotate student's submission
- Pinned post (forum)
- Integration with Office 365

The screenshot shows the Moodle course page 'Introduction to Climbing'. The navigation menu on the left includes 'Dashboard', 'Site home', 'Site pages', 'Current course', 'Introduction to Climbing', 'Participants', 'Badges', 'Welcome', 'Equipment', 'Safety', 'Entry level', 'Topic 4', and 'Courses'. The main content area features a 'Welcome' section with a mountain image, followed by 'Announcements' and 'Course discussion space'. Below these are 'Equipment' and 'Reference materials for download' sections. A 'Turn editing off' button is visible in the top right corner.

The screenshot shows the Moodle course page 'Introduction to Climbing: Recycle bin'. A yellow banner at the top states 'Contents will be permanently deleted after 7 days.' Below this is a table with columns for 'Activity', 'Date deleted', 'Restore', and 'Delete'. The table lists three items: 'Important Course resources', 'Announcements', and 'Safety when solo climbing'. A 'Delete all' link and a 'Back to Course: Introduction to Climbing' link are also visible.

| Activity | Date deleted | Restore | Delete |
|----------------------------|-----------------------------|---------|--------|
| Important Course resources | Sunday, 1 May 2016, 2:37 PM | 🔄 | ✕ |
| Announcements | Sunday, 1 May 2016, 2:44 PM | 🔄 | ✕ |
| Safety when solo climbing | Sunday, 1 May 2016, 2:44 PM | 🔄 | ✕ |

The screenshot shows a Moodle course page 'Safety considerations when solo climbing' with a student submission. The submission text includes a 'Language?' section with red annotations. The submission is graded 'Submitted for grading' and has a grade of 30.00 out of 100. The 'Feedback comments' section shows 'Some good points but not enough content.' and 'Action: 1. Add more content 2. Elaborate on points raised.' An orange arrow points to the 'Comments (0)' link.

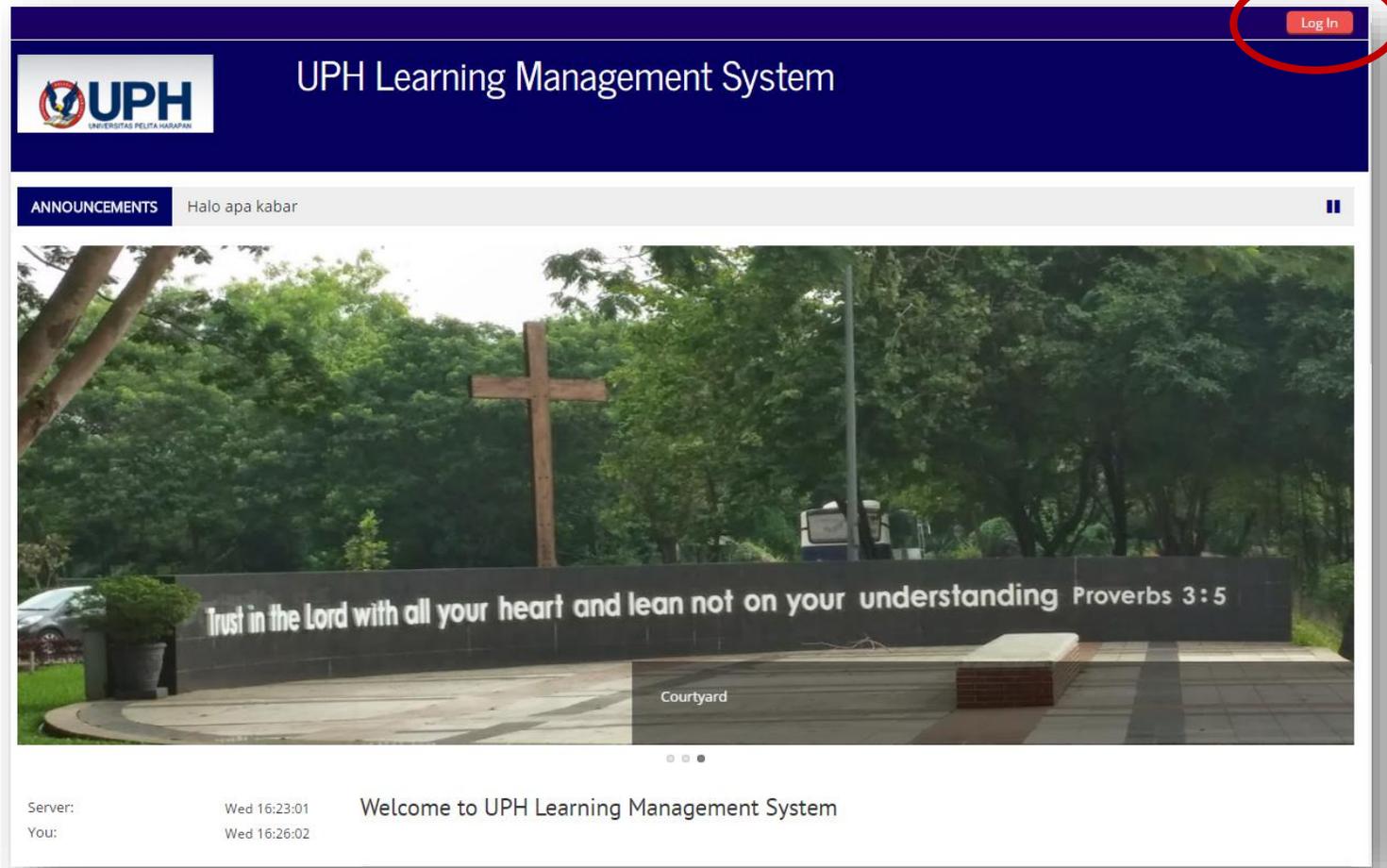
The screenshot shows the Moodle course page 'Introduction to Climbing: Course Discussion space'. A yellow banner at the top states 'A space for course participants to discuss and share experiences of climbing as we move from beginner to better...'. Below this is a 'Add a new discussion topic' button and a table of discussion topics. The table has columns for 'Discussion', 'Started by', 'Replies', and 'Last post'. The table lists three topics: 'PLEASE READ: Course discussion FAQ', 'Previous experience?', and 'Indoor versus Outdoor'.

| Discussion | Started by | Replies | Last post |
|------------------------------------|-----------------|---------|--|
| PLEASE READ: Course discussion FAQ | Ms Wilson | 0 | Sun, 1 May 2016, 2:11 PM |
| Previous experience? | Brian Franklin | 1 | Frances Banks Sun, 1 May 2016, 2:28 PM |
| Indoor versus Outdoor | Barbara Gardner | 0 | Barbara Gardner Sun, 1 May 2016, 2:27 PM |

A. LOG IN & CONNECT TO OFFICE 365

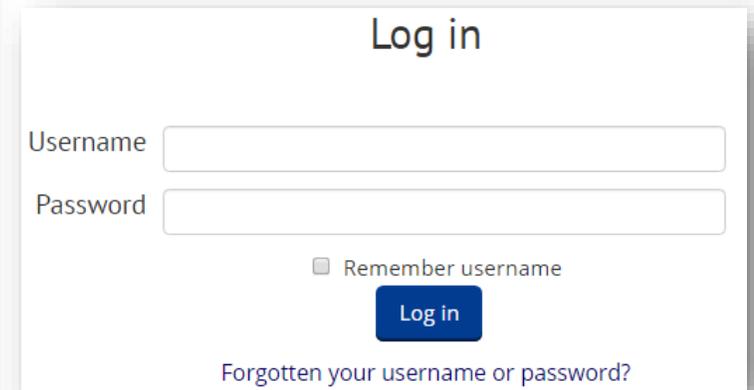
1. LOG IN

Go to <http://moodle.uph.edu>



The screenshot shows the UPH Learning Management System homepage. At the top, there is a dark blue header with the UPH logo on the left and the text "UPH Learning Management System" in the center. In the top right corner of this header, a red "Log In" button is circled in red. Below the header, there is a white announcement bar with the text "ANNOUNCEMENTS Halo apa kabar". The main content area features a large image of a courtyard with a wooden cross and a banner that reads "Trust in the Lord with all your heart and lean not on your understanding Proverbs 3 : 5". Below the image, there is a "Courtyard" label. At the bottom of the page, there is a white footer with the text "Server: Wed 16:23:01 Welcome to UPH Learning Management System" and "You: Wed 16:26:02".

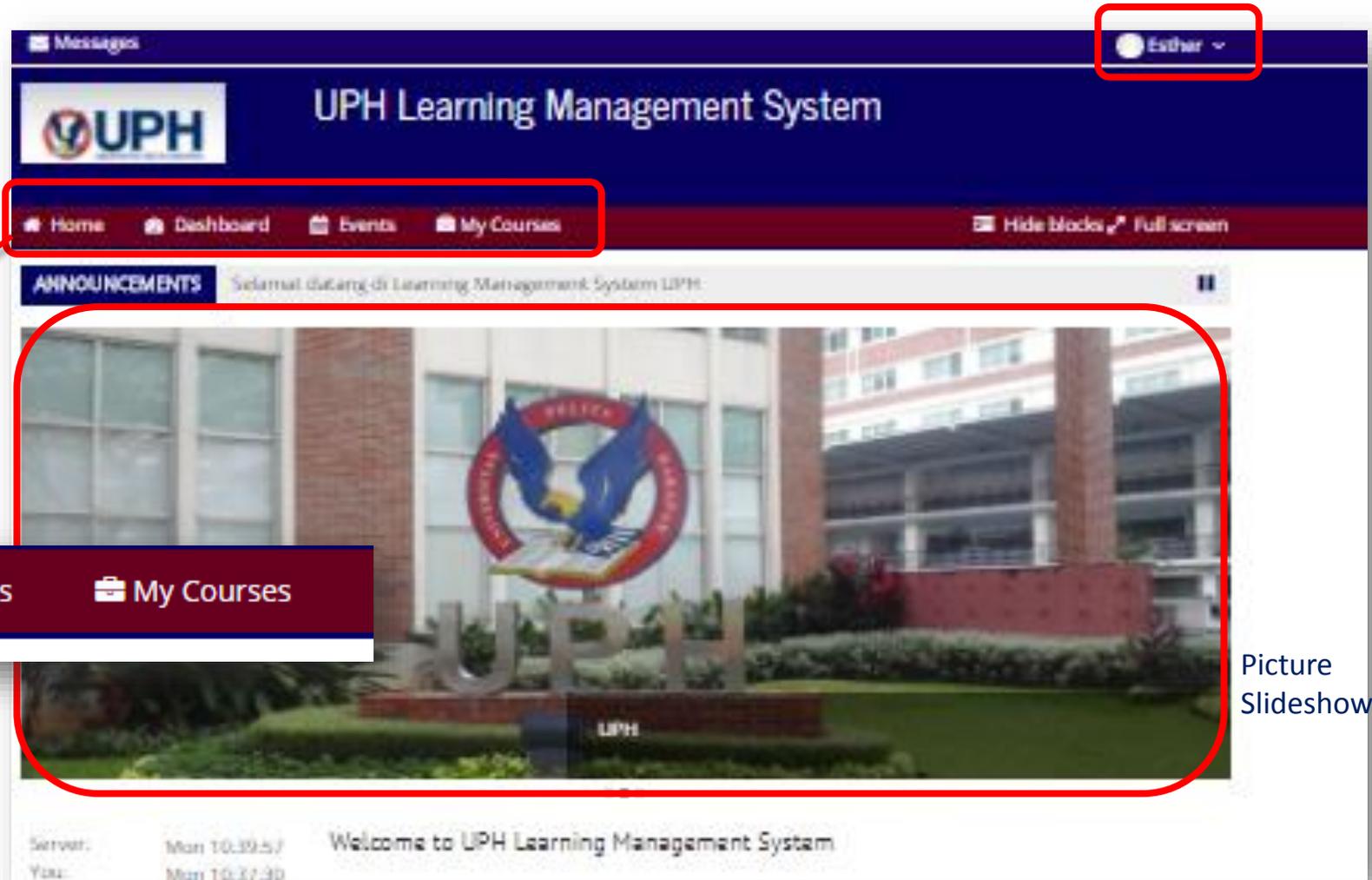
1. Click **Log In**
2. Input your credential:



The screenshot shows the Moodle login form. It has a white background with the title "Log in" at the top. Below the title, there are two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Remember username". Below the checkbox, there is a blue "Log in" button. At the bottom of the form, there is a link that says "Forgotten your username or password?".

Homepage Overview (1)

Your name and other profile option



Main Menu:



Picture Slideshow

Homepage Overview (2)

Blocks:

Microsoft Block,
Calendar,
Navigation
Block, etc.

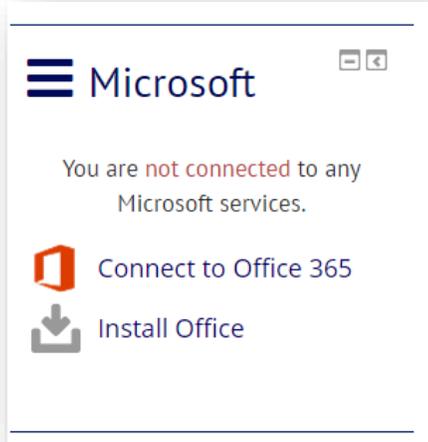
This screenshot shows the Microsoft Block in a Moodle LMS interface. It features a Microsoft logo at the top left and a status message: "Esther you are currently connected to Office 365". Below this, there is a list of application links with their respective icons: My Delve, My Email, My Forms, My OneNote Notebook, My OneDrive, My Sways, My Docs.com, Outlook Calendar sync settings, Edit settings, Office 365 connection settings, and Install Office.

This screenshot shows the Moodle Learning Management System homepage. At the top, it says "Welcome to UPH Learning Management System" and includes a "Subscribe to this forum" link and an "Add a new topic" button. The main content area features two forum posts. The first post is titled "How to participate in Moodle Training" by Anita Suhendra, dated Tuesday, 23 August 2016, 9:33 AM. It provides information about Moodle training for UPH faculty and students, divided into three sessions: Basic Moodle Training (90'), Intermediate Moodle Training (90'), and Expert Moodle Training / Moodle Training for Administrator Level (90'). It also mentions that a minimum of 5 participants are required per class and provides an email address for requests. The second post is titled "Quick Guide Moodle for Lecture" by Admin User, dated Monday, 22 February 2016, 7:42 AM. It lists several topics for teaching activities, such as "How to access Courses in Moodle?" and "How to create & Setting Course in Moodle?". Both posts include a "Permalink" and "Edit | Delete" options, along with a "Discuss this topic" link.

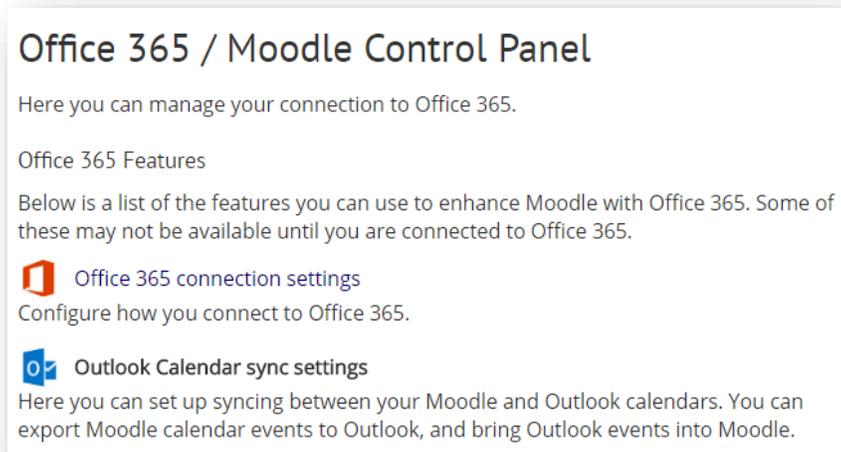
Announcement
Section

2. CONNECT TO OFFICE 365 *New

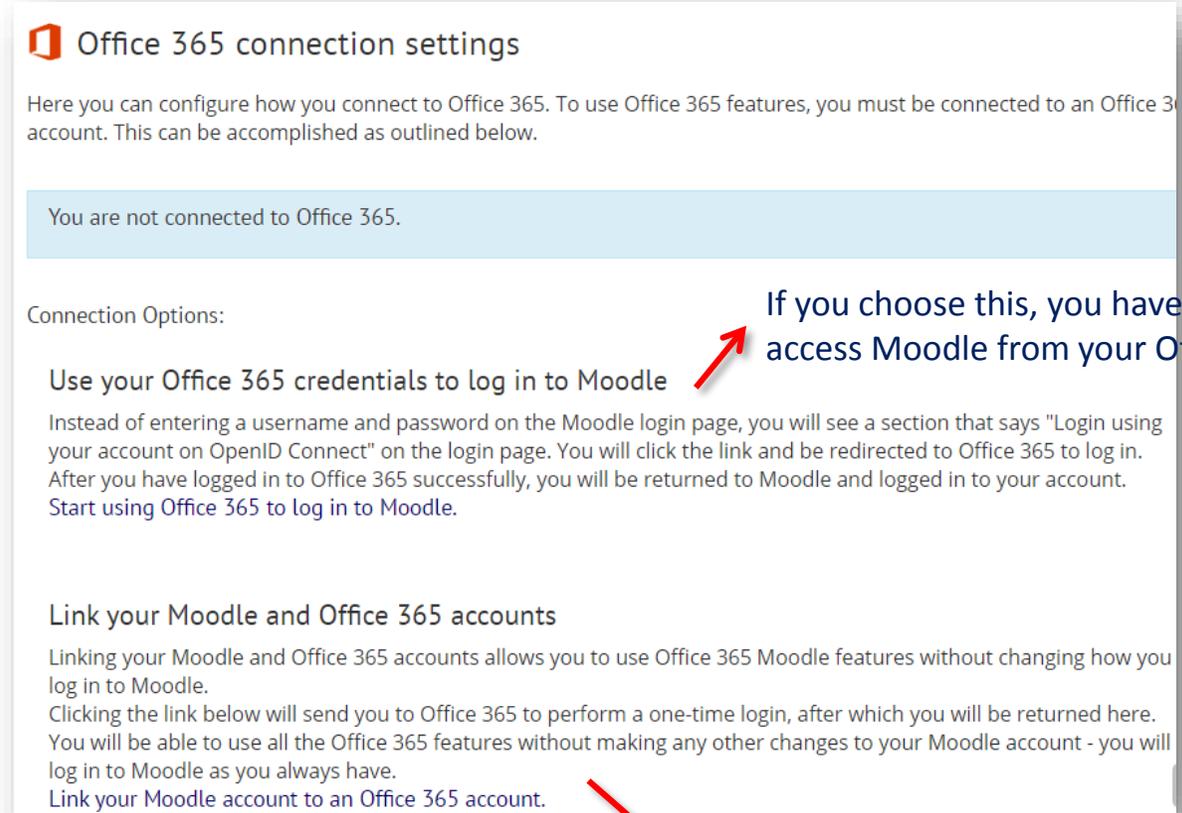
1. Click **Connect to Office 365**



2. Click **Office 365 connection settings**



3. Two options to connect:



If you choose this, there will be no change in the way you Log In to Moodle. It will only link your Moodle with your Office 365 accounts.

After connected to Office 365, you can access **Office 365 features** directly from your Moodle site.

You also can sync your Moodle Calendar to Outlook Calendar.

This option will enable you to choose which Moodle calendar that you want to sync:

Outlook Calendar sync settings

Enable Outlook Calendar Sync

Enable Outlook Calendar Sync

Checked calendars will be synced from Moodle to your Outlook calendar.

Available Moodle Calendars

Sitewide Calendar

Name of Outlook calendar to sync

Sync Behavior:

Personal (User) Calendar

Name of Outlook calendar to sync

The screenshot shows the Moodle site interface with Office 365 integration options. A red arrow points from the 'Outlook Calendar sync settings' option in the left sidebar to the 'Outlook Calendar sync settings' option in the main content area. Below the sidebar, there is a calendar view for June 2017. The main content area displays two forum posts: 'How to participate in Moodle Training' and 'Quick Guide Moodle for Lecture'.

Microsoft

Esther you are currently connected to Office 365

- My Delve
- My Email
- My Forms
- My OneNote Notebook
- My OneDrive
- My Sways
- My Docs.com
- Outlook Calendar sync settings
- Edit settings
- Office 365 connection settings
- Install Office

Calendar

June 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

How to participate in Moodle Training

by Anita Suhendro - Tuesday, 23 August 2016, 9:33 AM

We provide Moodle training for UPH faculty members as well as students. This training is divided into three sessions : Basic Moodle Training (90") , Intermediate Moodle Training (90") and Expert Moodle Training / Moodle Training for Administrator Level (90").

Minimum participants of training are 5 people in each class. To participate in the training, Head of Departments needs to fill the request form then send email to masatyo.bawono@uph.edu

Please download the [training's request form here](#).

(Edited by Admin User - original submission Sunday, 1 September 2013, 4:09 PM)

[Moodle Training Request.docx](#)

Permalink | Edit | Delete
Discuss this topic (0 replies so far)

Quick Guide Moodle for Lecture

by Admin User - Monday, 22 February 2016, 7:42 AM

Moodle Quick Guide for lecturer for teaching activities listed below:

- How to access Courses in Moodle?
- How to create & Setting Course in Moodle?
- How to setting Groups in Course?
- How to add Resources (Label, File, External Link)
- How to add Resources (embed Video)
- How to add Activities ...

You (and your students) also can upload file directly from OneNote or OneDrive.

For example:

1. Lecturer can upload teaching material directly from the file stored in their OneDrive/OneNote
2. Students can submit their assignment directly from the file stored in their OneDrive/OneNote

Available Types of Integration between Moodle and Office 365

| Integration Types | Benefit |
|----------------------------|--|
| Single Sign-On (SSO) | Speeds up time spent logging in, and accessing documents. |
| Cloud-based system | Access your documents anywhere, anytime. |
| Calendars | Events created in Moodle will show on O365 Calendars, enabling us to easily track course events and due dates. |
| OneNote | Students can complete assignments in OneNote and submit to the lecturer via Moodle |
| PowerPoint with Office Mix | Lecturers can easily embed interactive online lessons created with Powerpoint + Office Mix |
| OneDrive for Business | OneDrive documents can be associated automatically with Moodle courses. Updates to those documents will appear automatically in links in Moodle. |

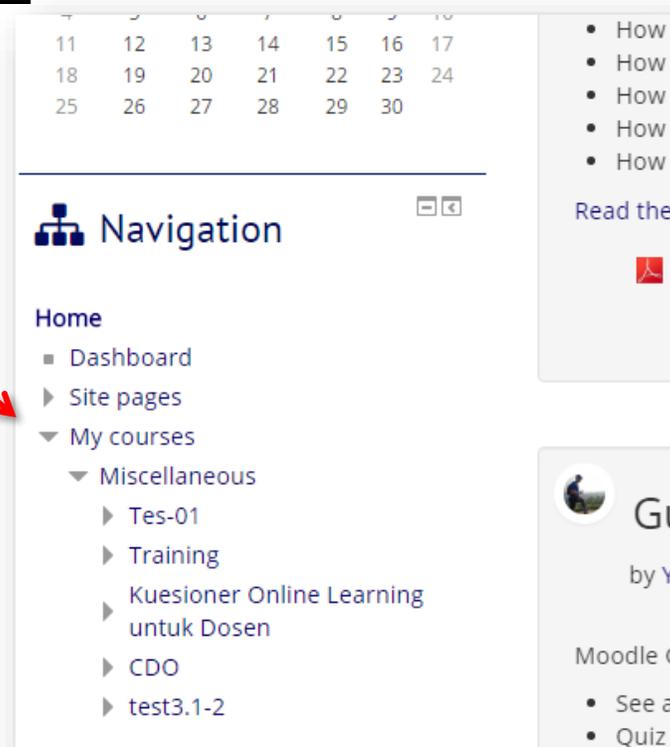
B.COURSE – SET UP

1. CREATE A NEW COURSE

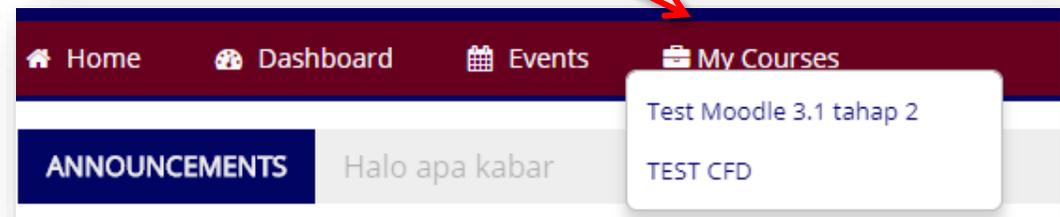
You may contact Mr. Masatyo by email (masatyo.bawono@uph.edu / ext 2341) or Ms. Esther (esther.krisanti@uph.edu / ext 2342) and give details about the course:
Course Catalog Number | Course Name | Class Code.

2. SEE A COURSE

Go to Navigation block (on the left side), then click **My Courses**



Or go directly to **My Courses** menu (on the top of the page)



An example course

Home > Example Course

1

NAVIGATION

Home

- Dashboard
- Site pages
- ▾ Current course
 - ▾ Example Course
 - Participants
 - Badges
 - General
 - 9 November - 15 November
 - 16 November - 22 November
 - 23 November - 29 November
 - 30 November - 6 December
 - 7 December - 13 December
 - My courses

2

ADMINISTRATION

- Course administration
- Switch role to...

3

News forum

9 November - 15 November

16 November - 22 November

23 November - 29 November

30 November - 6 December

7 December - 13 December

1. Navigation Block →

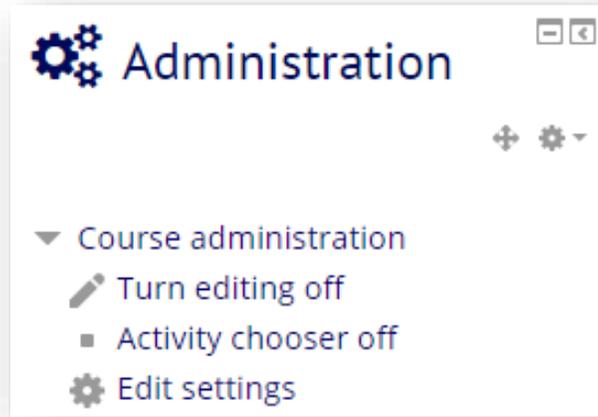
2. Administration Block →

← 3. Course Section

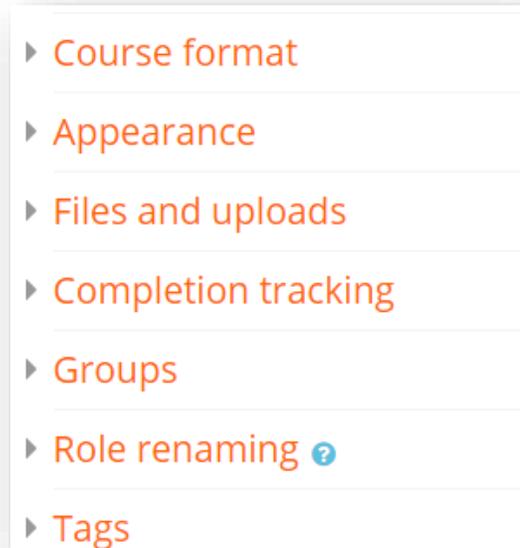
Tips: you may find  symbol in many places when you go through the menu, sub menu, or field in Moodle. Click that icon if you want to learn more about that particular menu/submenu/field.

3. SET COURSE FORMAT/LAYOUT dan jelasin course setting lain spt learner (role name dkk)

1. Click **Edit settings** in **Administration** block



2. There are a lot of settings that you can set for your course.



Click the arrow to expand and explore it one by one.

Set Course Layout:

▼ Course format

Format ⓘ Weekly format ▾

Number of sections 16 ▾

Hidden sections ⓘ Hidden sections are shown in collapsed form ▾

Course layout ⓘ

- Show all sections on one page ▾
- Show all sections on one page
- Show one section per page

► Appearance

If you choose “**show all sections on one page**”, it will appear like this:

Week 1 : ↗

- Tanggal :
- Tujuan Instruksional Khusus :
- Aktifitas:
- Test 3 ↗
- Week 1 ↗

Week 2 : ↗

- Tanggal :
- Tujuan Instruksional Khusus :
- Aktifitas:
- Week 2 ↗

Week 3 : ↗

If you choose “**show one section per page**”, it will appear like this:

Week 1 : ↗

- Tanggal :
- Tujuan Instruksional Khusus :
- Aktifitas:
- Test 3 ↗
- Week 1 ↗

Jump to... ▾

Week 2 : ▶

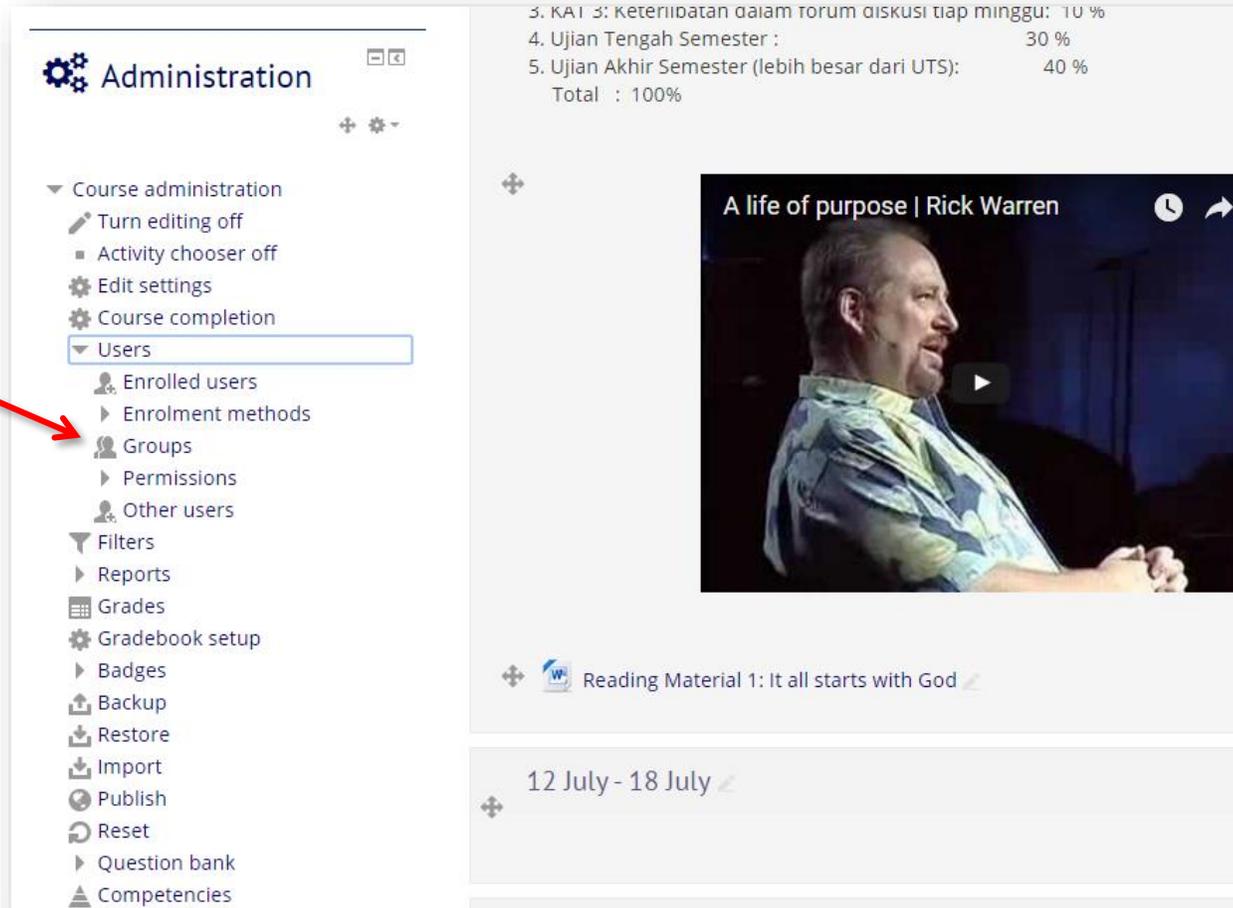
You can jump to specific week through this option

Navigate between weeks by clicking this

4. SET GROUPS IN A COURSE

As a lecturer, you can set student groups in your course.

1. Go to Administration block
2. Click Users → Groups



The screenshot displays the Moodle course administration interface. On the left, the 'Administration' block is expanded to show the 'Users' sub-menu, with 'Groups' highlighted. A red arrow points from the text 'Click Users → Groups' to the 'Groups' option. The main content area shows a video player for 'A life of purpose | Rick Warren' and a reading material link 'Reading Material 1: It all starts with God'. Below the video player, there is a date range '12 July - 18 July'.

| Activity | Weight |
|---|-------------|
| 3. KAT 3: Keterlibatan dalam forum diskusi tiap minggu: | 10 % |
| 4. Ujian Tengah Semester : | 30 % |
| 5. Ujian Akhir Semester (lebih besar dari UTS): | 40 % |
| Total | 100% |

List of Groups →

Groups Groupings Overview

TEST CFD Groups

Groups:

- CFD-Group A (2)

Members of: CFD-Group A (2)

- Student
- Esther Krisanti
- Multiple roles
- LIVANA MAMESAH

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

← List of Group Members
(based on the group you
choose in the group list)

Manage groups →

← To add/remove users

Create new group

Groups:

CFD-Group A (2)

Edit group settings

Delete selected group

Create group

1. Click **Create group**



General

Group name*

Group ID number ?

Group description

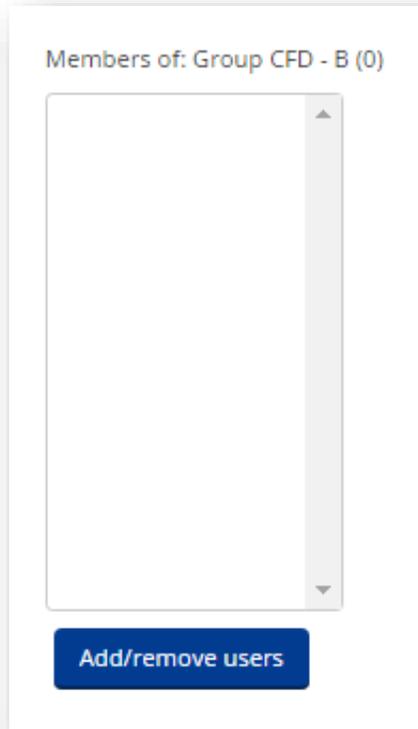
Enrolment key ? Unmask

Hide picture

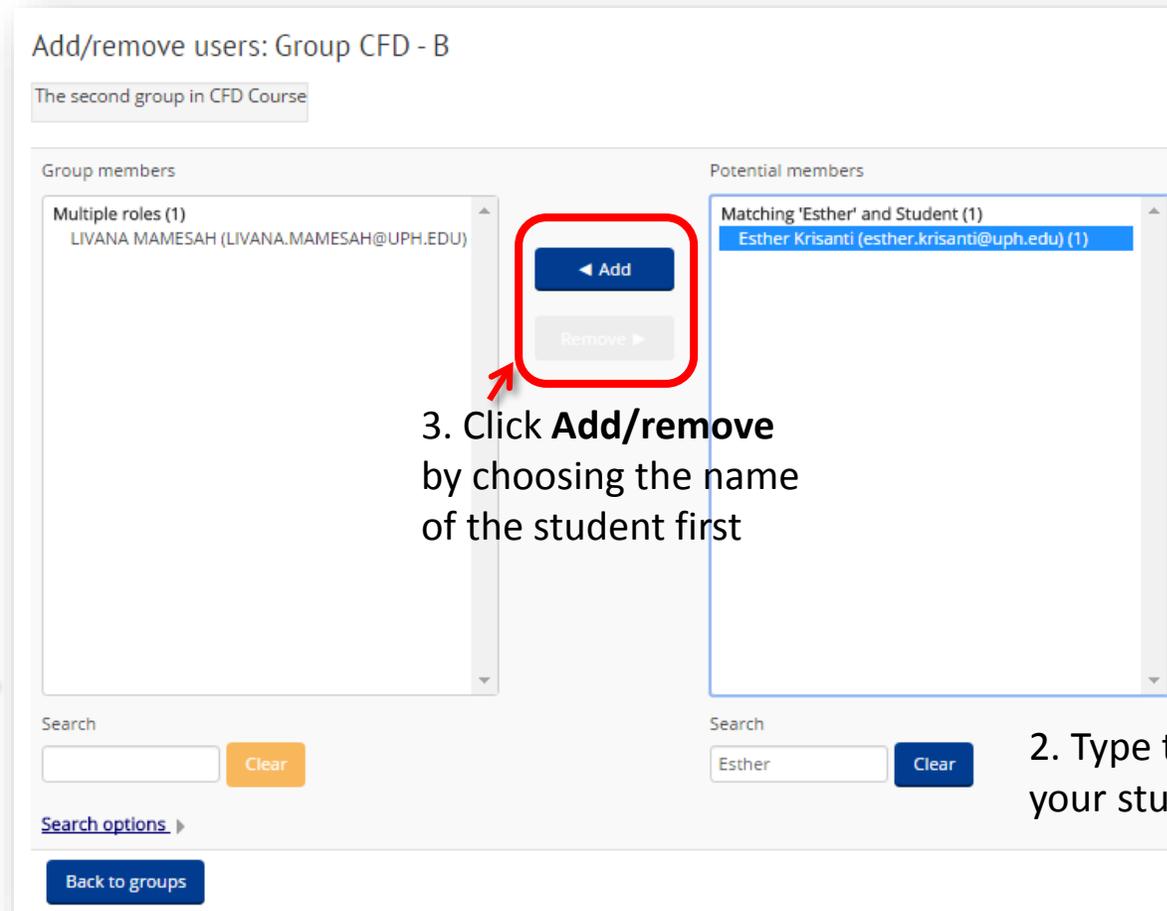
New picture ?

2. Fill the details and click **Save changes**

Add/remove users



1. Click **Add/remove users**



3. Click **Add/remove** by choosing the name of the student first

2. Type the name of your student

4. After finish, click **Back to groups**

C. RESOURCES & ACTIVITIES

How to add:



My Courses This course Turn editing on Hide blocks Standard view

010614_11202A_13381162S1AC

WAWASAN DUNIA KRISTEN 2 (Ilmu Hukum)

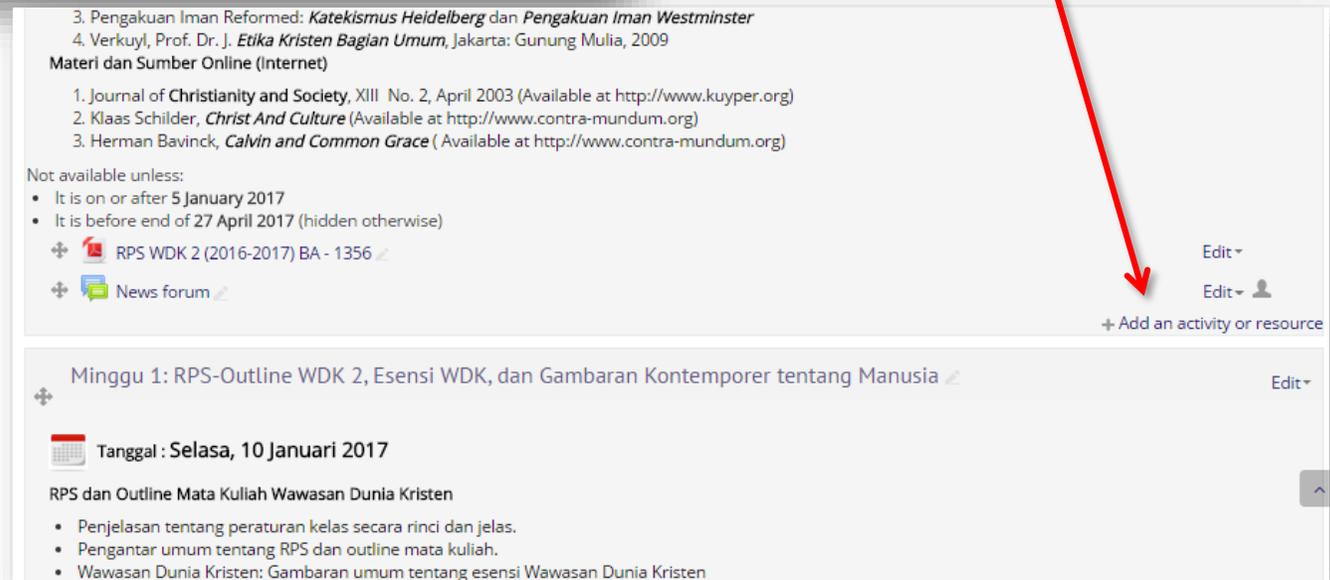
LECTURER NAME : Drs. Roedy Silitonga, MAE, MTh.
CONTACT INFO : roedy.silitonga@uph.edu

DESKRIPSI MATA KULIAH

Mata Kuliah ini terdiri atas Wawasan Dunia Kristen tentang manusia dan aspek penebusannya.
Sebuah studi Wawasan Dunia Kristen tentang manusia adalah studi Antropologi Alkitabiah (Doktrin Manusia) dan Hamartologi (Doktrin Dosa): asal-usulnya, naturnya,

To add resource, you must click
Turn editing on button

Then, click **Add an activity or resource**



3. Pengakuan Iman Reformed: *Katekismus Heidelberg* dan *Pengakuan Iman Westminster*
4. Verkuyl, Prof. Dr. J. *Etika Kristen Bagian Umum*, Jakarta: Gunung Mulia, 2009

Materi dan Sumber Online (Internet)

1. Journal of *Christianity and Society*, XIII No. 2, April 2003 (Available at <http://www.kuyper.org>)
2. Klaas Schilder, *Christ And Culture* (Available at <http://www.contra-mundum.org>)
3. Herman Bavinck, *Calvin and Common Grace* (Available at <http://www.contra-mundum.org>)

Not available unless:

- It is on or after 5 January 2017
- It is before end of 27 April 2017 (hidden otherwise)

+ RPS WDK 2 (2016-2017) BA - 1356 Edit

+ News forum Edit

+ Add an activity or resource

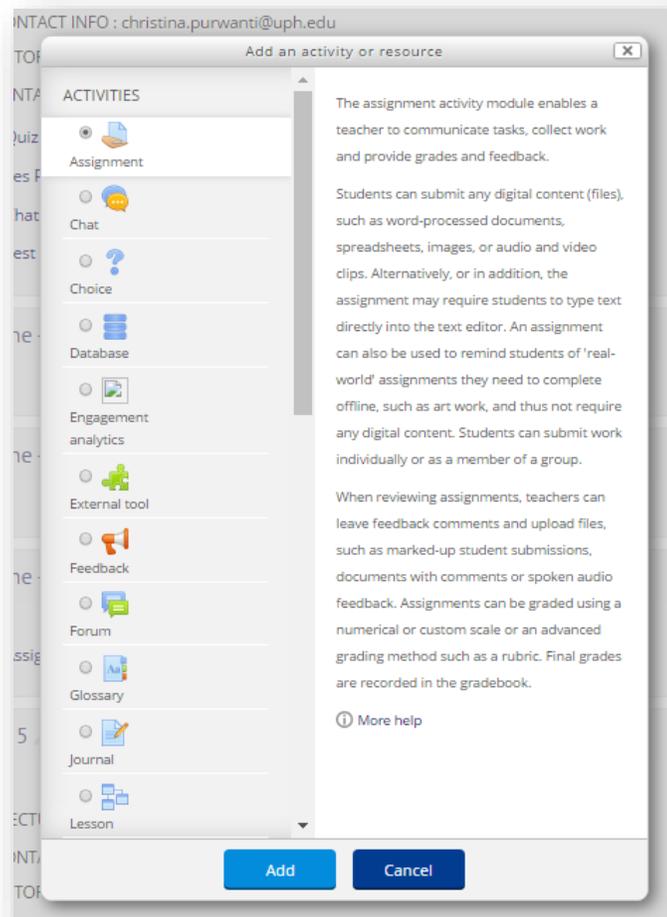
Minggu 1: RPS-Outline WDK 2, Esensi WDK, dan Gambaran Kontemporer tentang Manusia Edit

Tanggal : Selasa, 10 Januari 2017

RPS dan Outline Mata Kuliah Wawasan Dunia Kristen

- Penjelasan tentang peraturan kelas secara rinci dan jelas.
- Pengantar umum tentang RPS dan outline mata kuliah.
- Wawasan Dunia Kristen: Gambaran umum tentang esensi Wawasan Dunia Kristen

There are several types of activities and resources that you can choose to deliver your teaching materials:



Activities

1. Assignment
2. Chat
3. Choice
4. Database
5. External tool
6. Feedback
7. Forum
8. Glossary
9. Journal
10. Lesson
11. Mindmap
12. Podcast
13. Quiz
14. Survey
15. Wiki
16. Workshop

Resources

1. Book
2. File
3. Folder
4. Label
5. Page
6. URL

Choose the activity/resource that you want to add, and click "Add" (or double click the radio button).

General guideline:

- If you need to present content to your class or you wish your students to read, watch or listen to content, then explore *Resources* from the Activity chooser.
- If you want your students to be actively engaged in their learning, then explore *Activities* section from the Activity chooser.

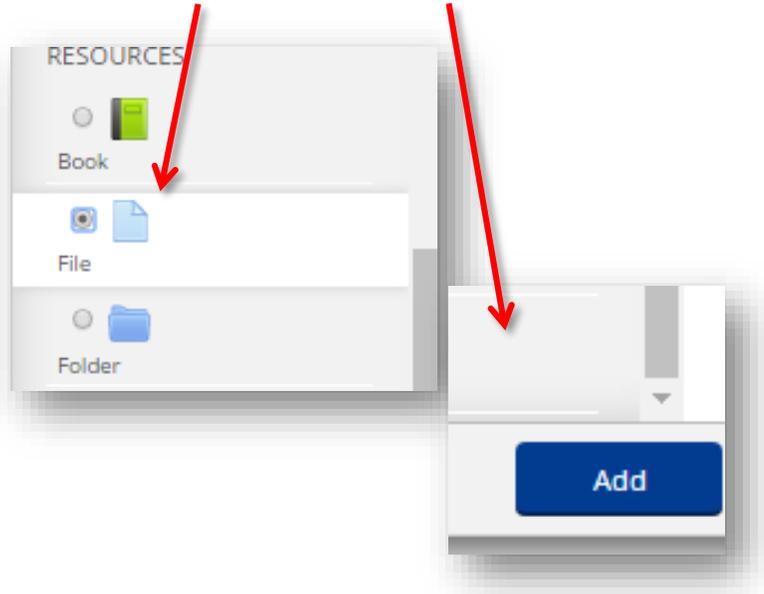
1. FILE

Provide a file as a course resource. It can be used to:

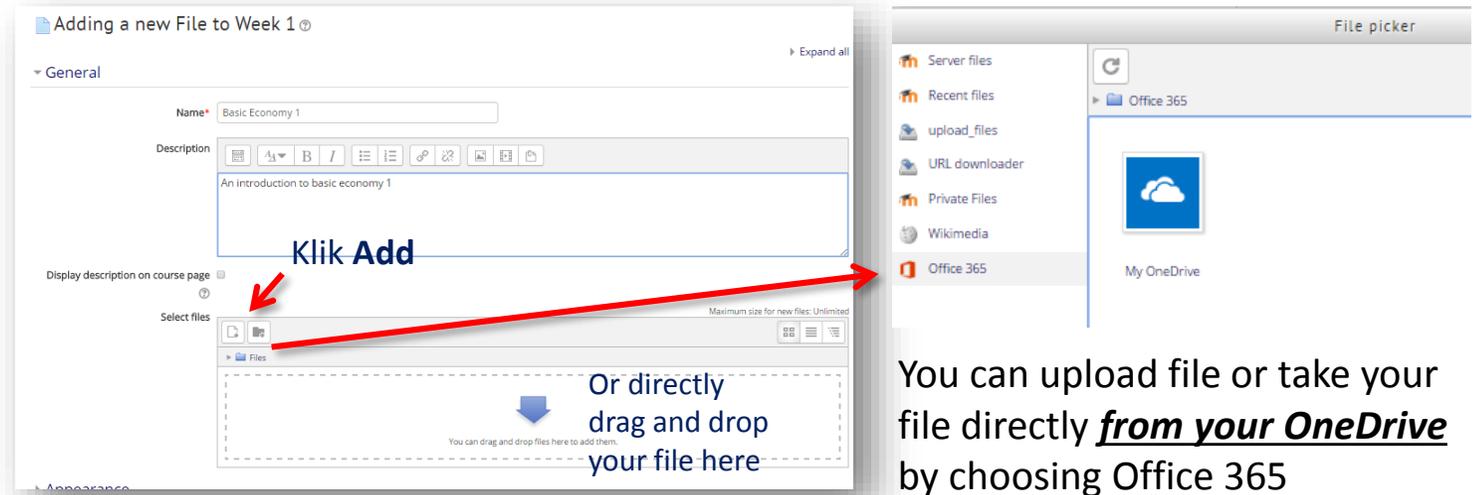
- ✓ Share presentations given in class
- ✓ Provide teaching/supporting material
- ✓ Provide draft files of certain software (e.g. photoshop .psd) so students can edit and submit them for assessment

How to add file:

1. Choose **File** and click **Add**



2. Add file

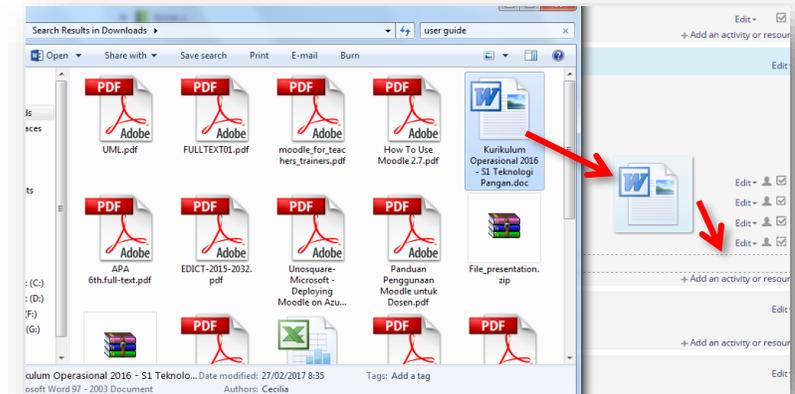


You can upload file or take your file directly **from your OneDrive** by choosing Office 365

3. Click **Save** and return to course

Other quick way to add your file:

You can drag and drop your file directly to your particular session/topic (in your course page).

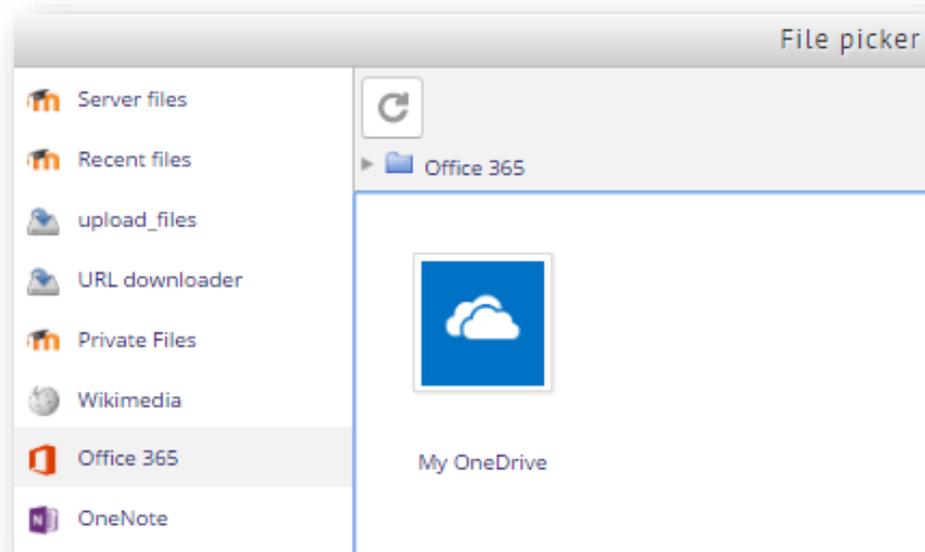


Creating a shortcut / alias

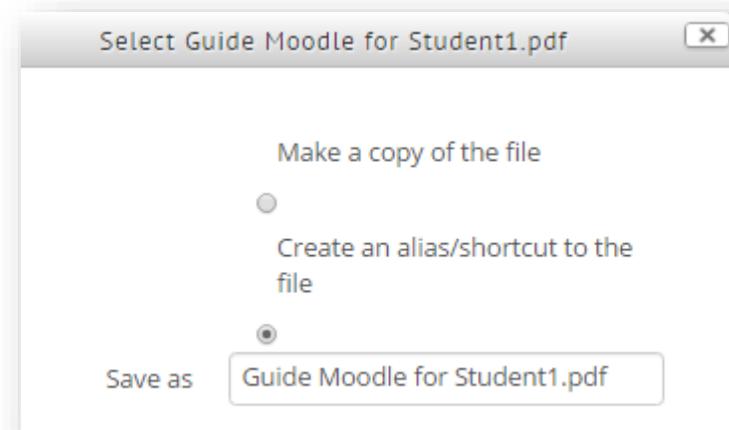
When a file (for example a file from OneDrive) is re-used elsewhere on Moodle, you have the option to make a copy or to create a **shortcut/alias**.

- A **copy** means a new file, an unconnected version of the original file
- A **shortcut/alias** means when the original file is updated, it will change in all instances of the alias.
So, for example, you want to use one particular file in all your courses, you can upload your file from your OneDrive files and you can easily change the original file if needed, without having to upload your file one by one in all courses that use that particular file.

Creating a shortcut/alias from OneDrive file (example):



1. Go to your course section, add activity/resource, add file. And when you upload your file, choose **Office 365 > My OneDrive**



2. Click your file and you will be prompted to make a copy or create an alias

Areas in which aliases cannot be made:

1. An assignment submission
2. A forum post attachment
3. A workshop submission
4. A quiz essay
5. A database activity file field

This restriction is to prevent student editing their file submission from their OneDrive.

2. FOLDER

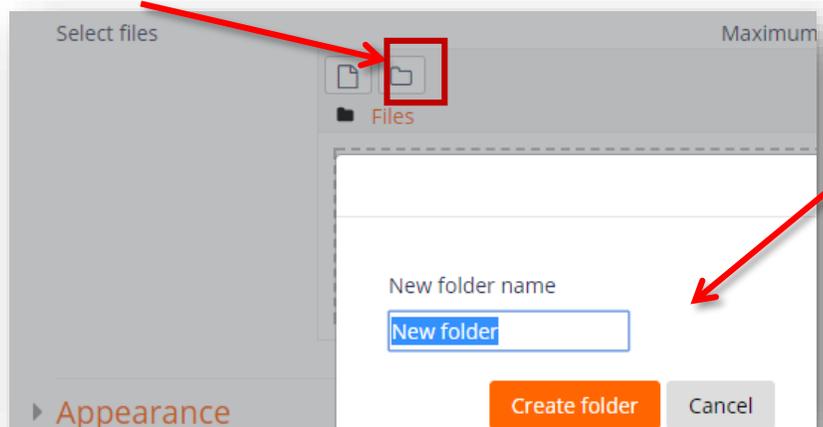
- ✓ Manage your file in a folder to make it look neater
- ✓ Takes up less space on the course page
- ✓ You also can download your folder

How to create folder:

1. Quick way: drag and drop your folder (in a zip format) to your course section



2. Click “folder” icon when you upload files and you will be prompted to create a folder



3. Create and upload to a new folder.

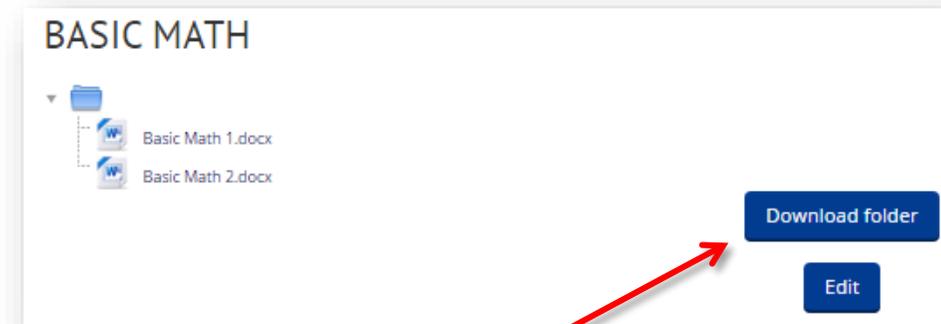
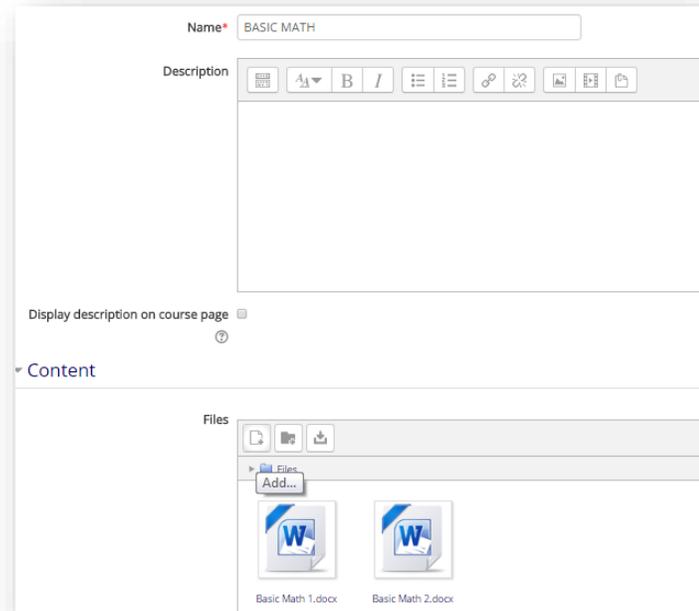
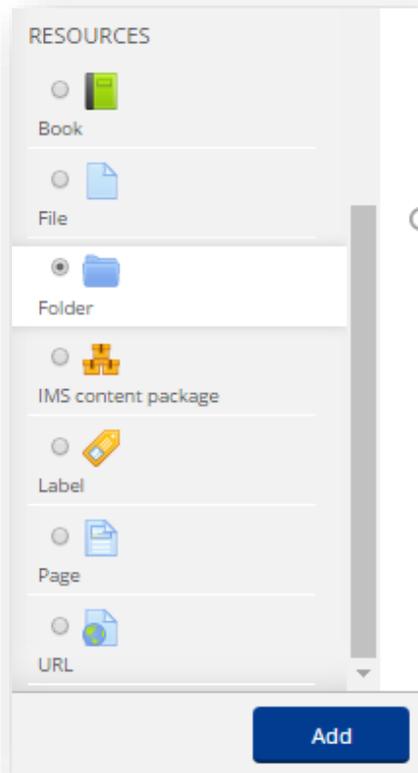
Use this method if you want to create a folder on your Moodle course and then upload files into it.

1. Choose **Folder** and click **Add**

2. Add your file(s)

3. Click **Save and display**.

It will appear like this:



***New:**

Students can download all files in a zipped folder

3. LABEL

Label can be used to add text, link, or media between resources in different section. It can be used to:

- ✓ Split up a long list of activities with a subheading or an image
- ✓ Display an embedded sound file or video directly on the course page
- ✓ Add a short description to a course section

Examples:

1. Images



2. Text

ONLINE ASSIGNMENT - BASIC MATH

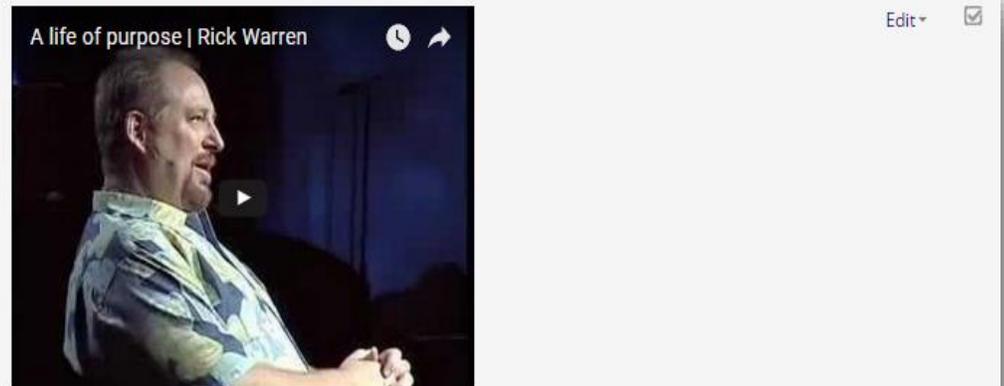
BASIC MATH

3. Link

Tsunamis

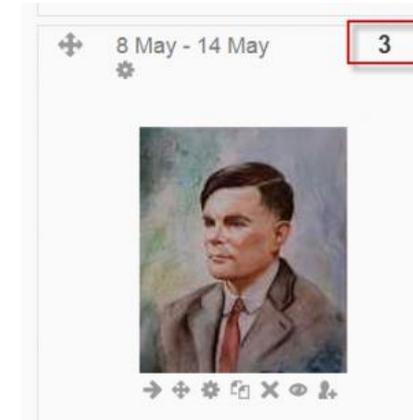
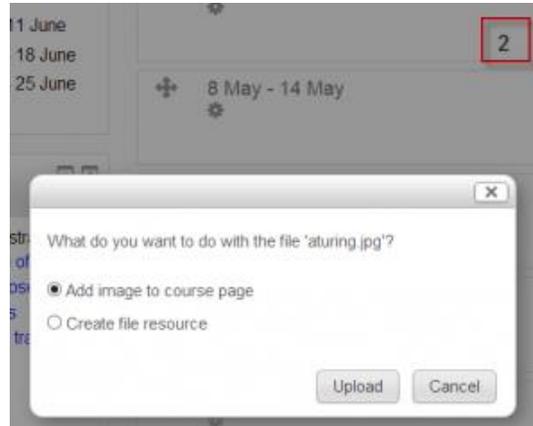


4. Sound/Video



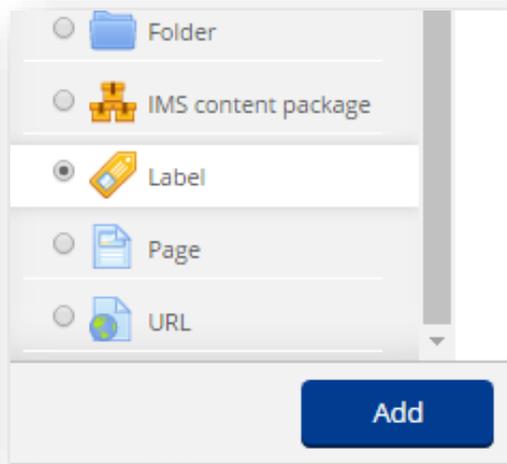
How to create label:

Quick method: You can directly drag and drop text/image/video into a specific session/topic on your course page.

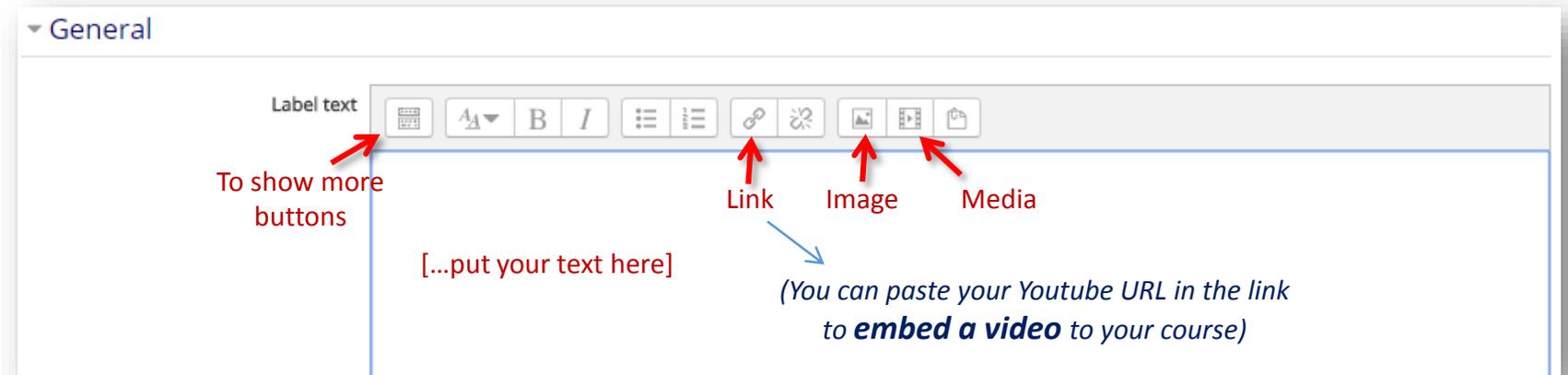


Conventional method:

1. Choose **Label** and click **Add**



2. Type the text or choose the type of label that you want to add



3. Click **Save and return to course**

4. PAGE

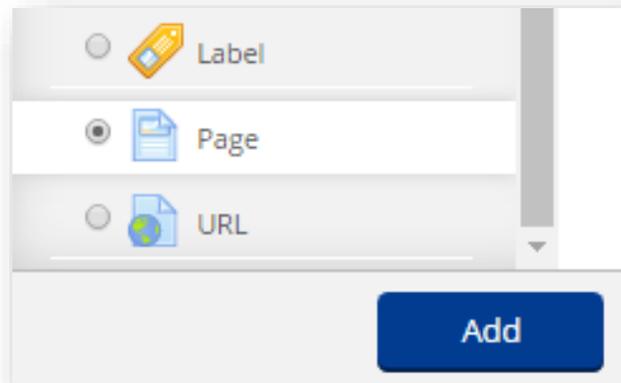
To create a web page resource using the text editor. It can display text, image, sound, video, web link and even embedded code such as Google maps.

Why we use page:

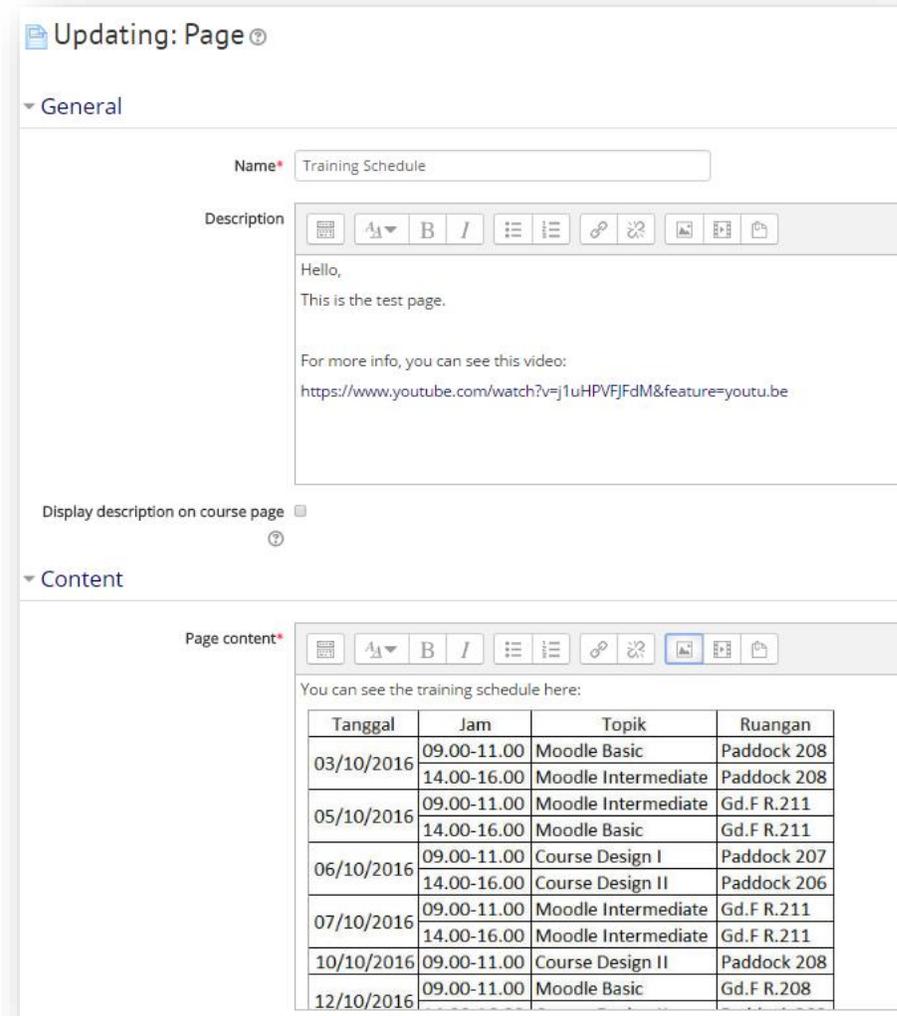
- ✓ To present the course policy / summary of course syllabus
- ✓ To embed several video/sound files together with some explanatory text
- ✓ Easier to update
- ✓ Might be preferable in some cases instead of uploading a document

How to create page:

1. Choose **Page** and click **Add**



2. Manage your page



The image shows the Moodle 'Updating: Page' form. The 'Name' field is 'Training Schedule'. The 'Description' field contains the text 'Hello, This is the test page.' and a video link 'https://www.youtube.com/watch?v=1uHPVFJdM&feature=youtu.be'. The 'Page content' field contains a table of training schedule data.

| Tanggal | Jam | Topik | Ruangan |
|------------|-------------|---------------------|-------------|
| 03/10/2016 | 09.00-11.00 | Moodle Basic | Paddock 208 |
| | 14.00-16.00 | Moodle Intermediate | Paddock 208 |
| 05/10/2016 | 09.00-11.00 | Moodle Intermediate | Gd.F R.211 |
| | 14.00-16.00 | Moodle Basic | Gd.F R.211 |
| 06/10/2016 | 09.00-11.00 | Course Design I | Paddock 207 |
| | 14.00-16.00 | Course Design II | Paddock 206 |
| 07/10/2016 | 09.00-11.00 | Moodle Intermediate | Gd.F R.211 |
| | 14.00-16.00 | Moodle Intermediate | Gd.F R.211 |
| 10/10/2016 | 09.00-11.00 | Course Design II | Paddock 208 |
| 12/10/2016 | 09.00-11.00 | Moodle Basic | Gd.F R.208 |

3. Click **Save** and return to course

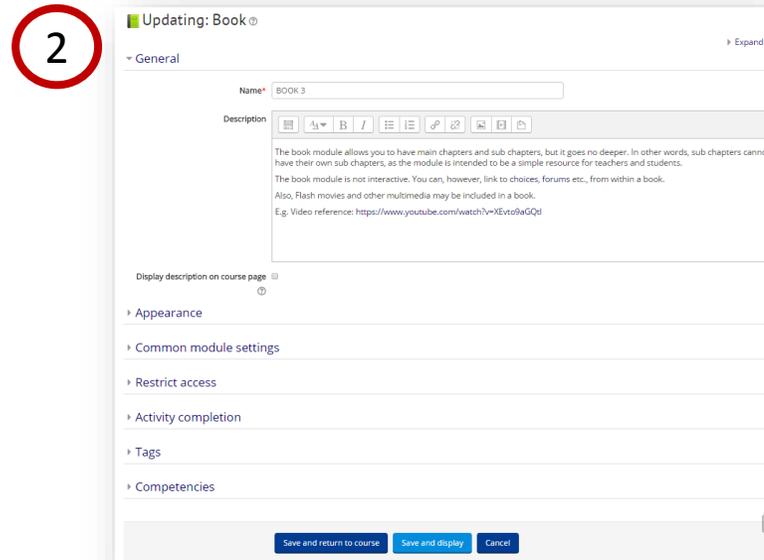
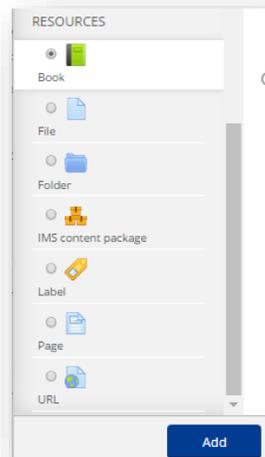
5. BOOK

A multi-page resource in a book-like format, with chapters and subchapters

- ✓ To display reading material for individual modules of study
- ✓ As a handbook
- ✓ As a showcase portfolio of student work

How to create a book and chapters:

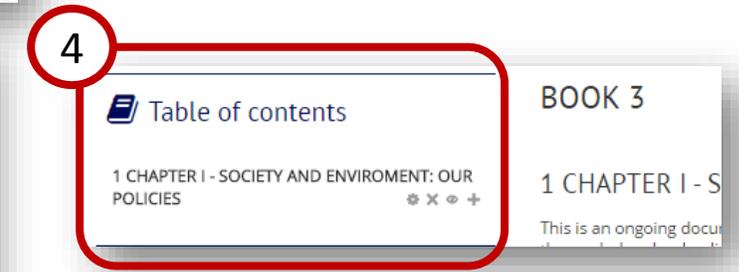
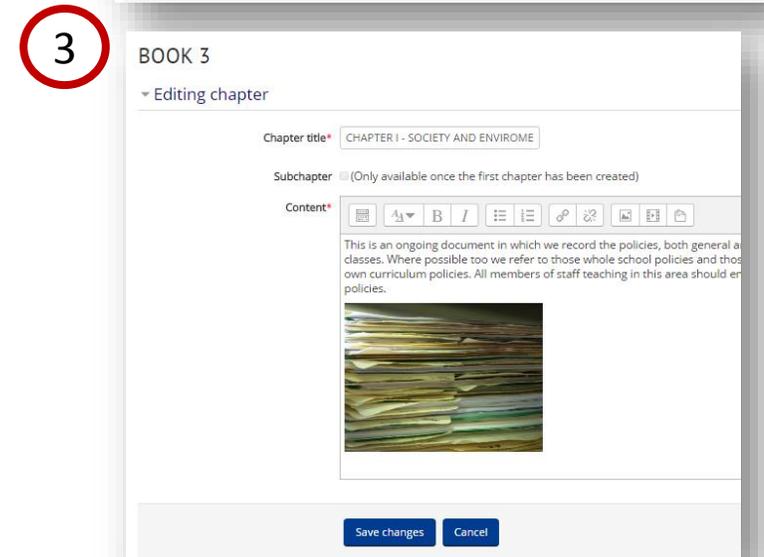
1. Click **Book** from resources section



2. Fill the details of your book and click **Save and display**

3. Fill the details of your chapter(s) and click **Save changes.**

4. Add/edit your chapter in the Table of contents menu (on the left-side block)



Example:

Miscellaneous > Training > TEST CFD > Course for Trial - CFD > BOOK 3

Table of contents

BOOK 3

1 CHAPTER 1 - SOCIETY AND ENVIROMENT: OUR POLICIES

This is an ongoing document in which we record the policies, both general and specific we have for our Society and Environment classes. Where possible too we refer to those whole school policies and those Learning areas relevant to certain aspects of our own curriculum policies. All members of staff teaching in this area should ensure they are familiar with the latest versions of our policies.

Navigation

Home

- Dashboard
- Site pages
- Current course
 - TEST CFD
 - Participants
 - Badges
 - Course for Trial - CFD
 - Announcements
 - Book 1 week 1
 - BOOK 3**
 - BOOK 4
 - Week 1
 - 14 June - 20 June
 - 21 June - 27 June
 - 28 June - 4 July

Navigation

Chapters

Note: The book module allows you to have main chapters and sub chapters, but it goes no deeper. In other words, sub chapters cannot have their own sub chapters, as the module is intended to be a simple resource for teachers and students.

When to use page or book?

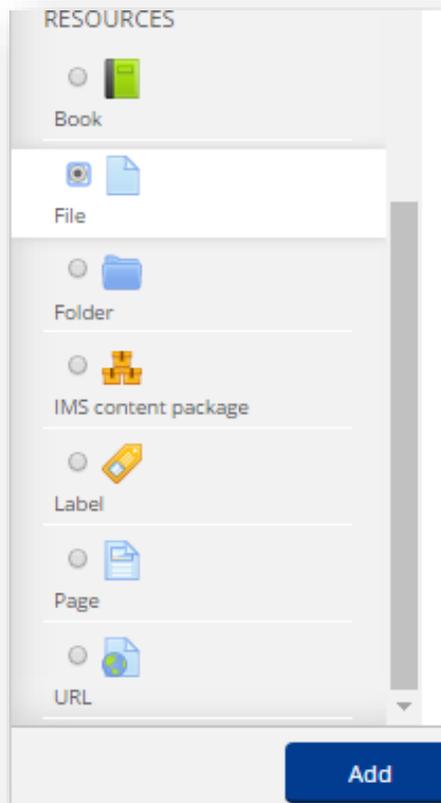
- ✓ If you have some basic text information you wish your students to read in a simple page, consider using a **Page**.
- ✓ If you have a series of pages you wish the students to read, consider using a **Book**.

6. URL

URL option provides a web link as course resource. Note that URLs can also be added to any other resource or activity type through the text editor.

How to add URL:

1. Choose **URL** and click **Add**



2. Fill the URL and other details

A screenshot of the Moodle "Adding a new URL to Week 5" form. The form is titled "Adding a new URL to Week 5" and has a "General" section. The "Name" field is filled with "URL 5". The "External URL" field is filled with "https://www.youtube.com/watch". The "Description" field contains the text "This is an example of URL". There is a "Display description on course page" checkbox which is unchecked. Below the "General" section is the "Appearance" section. The "Display" dropdown menu is open, showing options: Automatic (selected), Embed, Open, and In pop-up. The "Pop-up width (in pixels)" and "Pop-up height (in pixels)" fields are empty. The "Display URL description" checkbox is checked.

- **Automatic** - Make the best guess at what should happen (probably what is wanted 99% of the time).
- **Embed** - Show the Moodle page with heading, blocks, footer and title/description of the item.
- **Open** - No Moodle heading, blocks, footer or description - just show the file in the web browser
- **In pop-up** - Same as 'Open', but opens a new browser window to show this file (without the Moodle heading, blocks, etc)

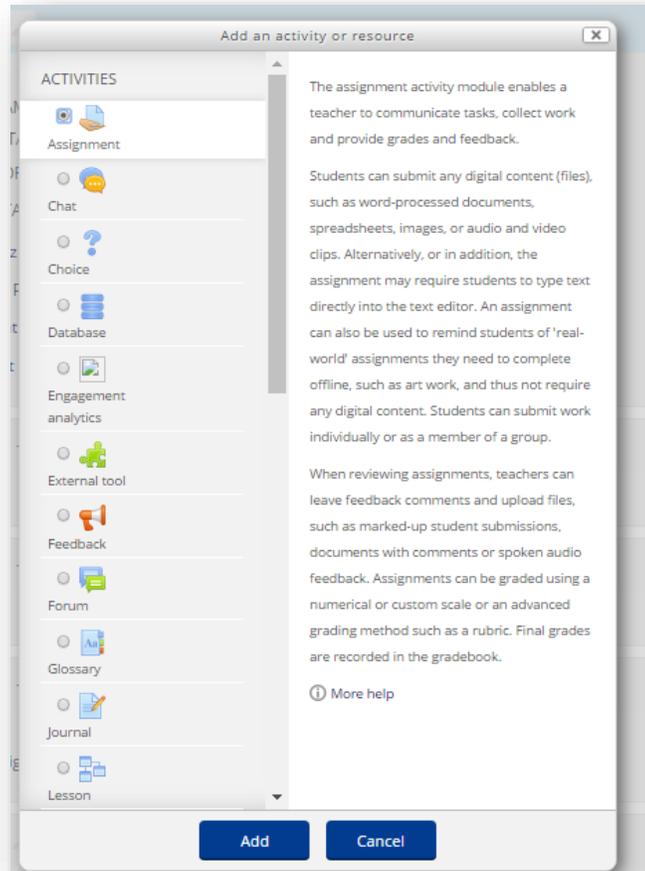
3. Click **Save** and return to course

7. ASSIGNMENT

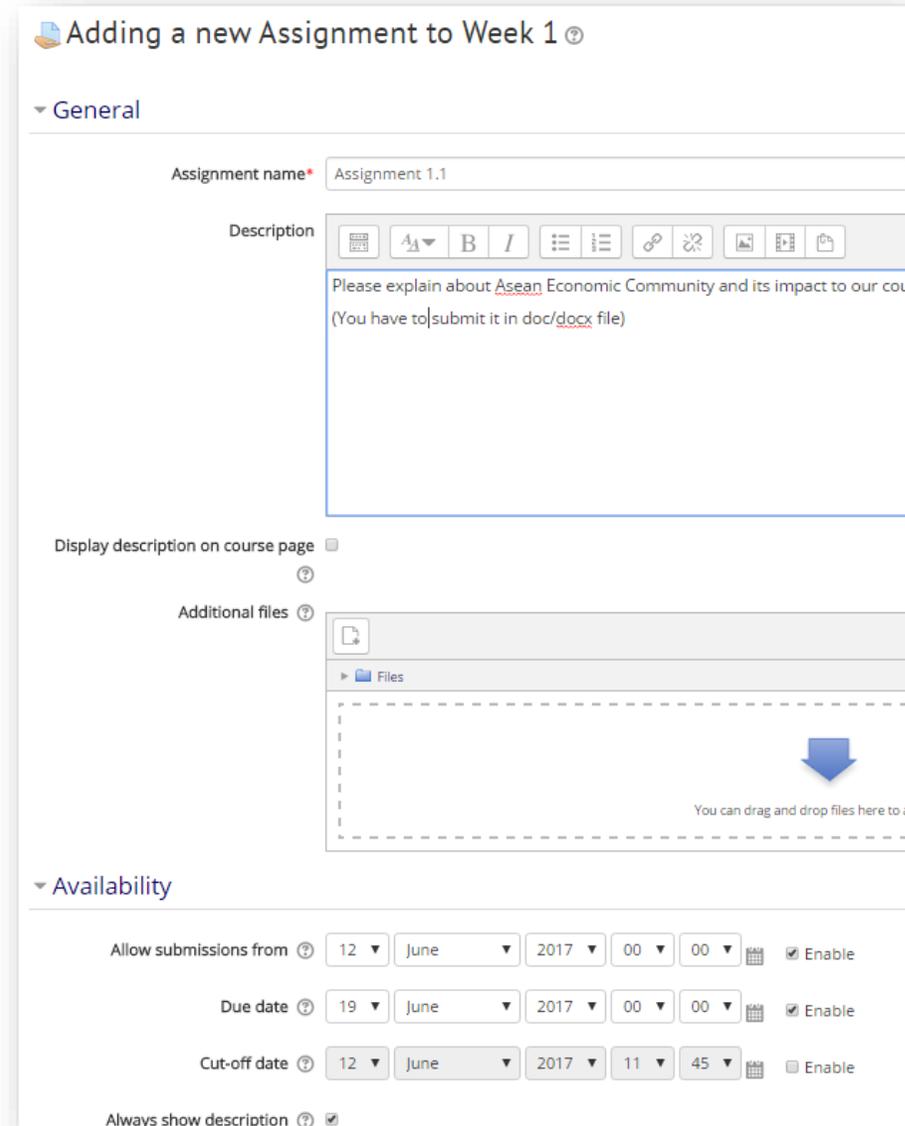
- ✓ Enables a teacher to communicate tasks, collect work and provide grades and feedback.
- ✓ Students can submit files or type text directly into the text editor.

How to add Assignment:

1. Choose **Assignment** and click **Add**



2. Fill the details of the assignment



You can set the:

- Availability of the assignment (due date, cut-off date)
- Submission type (number of uploaded file, maximum size, etc)
- Group submission settings (allow students to submit assignment in group)
- And other settings such as feedback types, submission settings and other settings.

Set Grade

You may set several settings about grade.
Go to **Grade** section (when you create activity):

The screenshot shows the 'Grade' configuration section in Moodle. It includes the following settings:

- Grade Type:** Point
- Scale:** Default competence scale
- Maximum grade:** 100
- Grading method:** Simple direct grading
- Grade category:** A dropdown menu is open, showing options: Uncategorised, Discussion Forums, Exams, Observation Reports, and Research Papers (which is highlighted).
- Grade to pass:** An empty input field.
- Blind marking:** No
- Use marking workflow:** No
- Use marking allocation:** No

Set Activity Completion

You may set several settings about whether students have to fulfill some conditions or not before doing a particular activity.

Go to **Activity completion** section:

The screenshot shows the 'Activity completion' configuration section in Moodle. It includes the following settings:

- Completion tracking:** Show activity as complete when conditions are met
- Require view:** Student must view this activity to complete it
- Require grade:** Student must receive a grade to complete this activity
- Require submission:** Student must submit to this activity to complete it
- Expect completed on:** 16 June 2017
- Enable:**

If you set activity completion, a check (tick) mark will appear against the activity when the student meets this criterion.

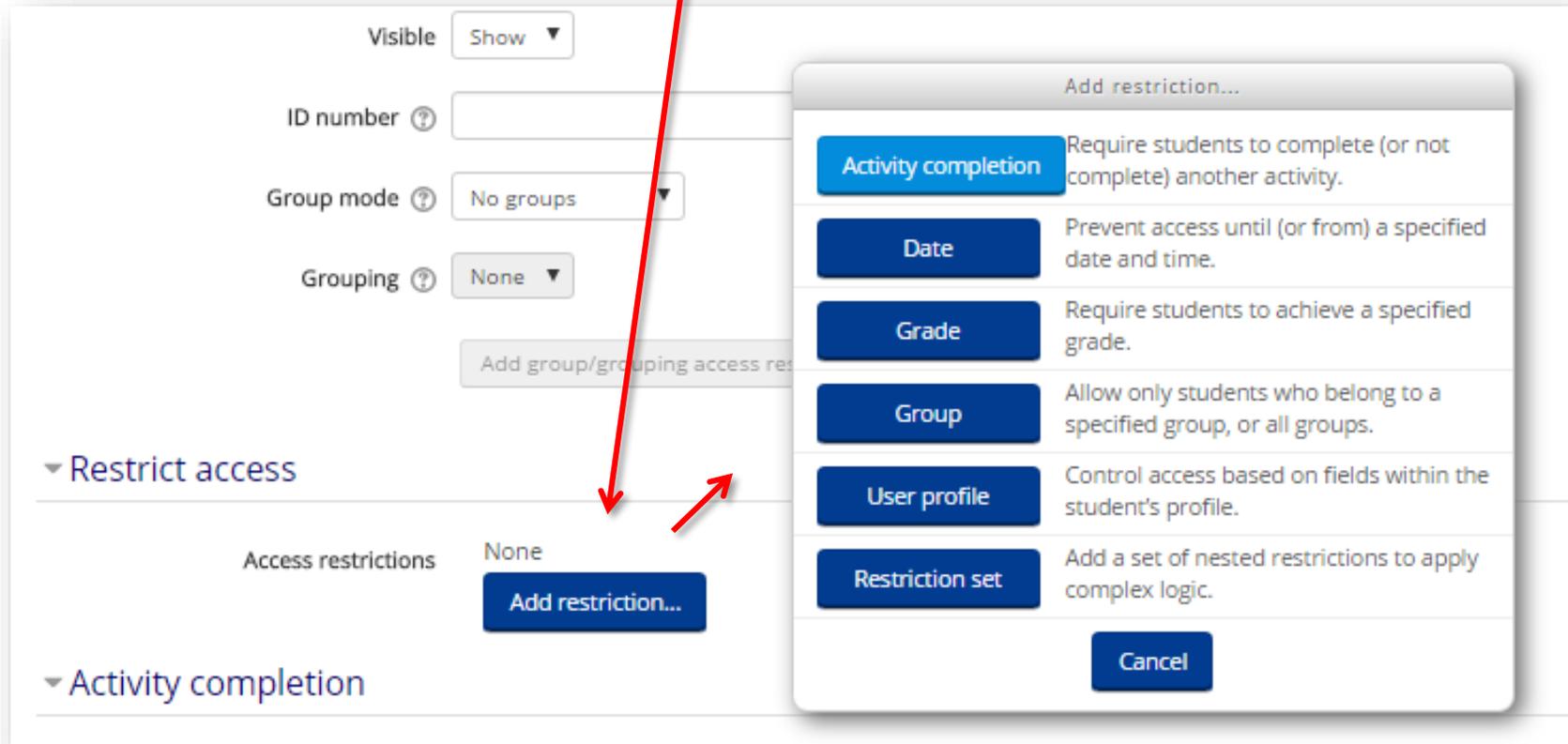
The screenshot shows a list of activities with their completion status:

- Ways to reflect on your learning:** Represented by a document icon and a blue checkmark in a solid-line box. A red arrow points from the text 'The solid-line box means that the resource/activity can only be marked complete **by the students**' to this box.
- Week 1 quiz:** Represented by a document icon with a checkmark and a blue checkmark in a dotted-line box. A red arrow points from the text 'The dotted-line box means that the particular resource/activity can be marked complete **by Moodle** after one or more conditions fulfilled.' to this box.

The dotted-line box means that the particular resource/activity can be marked complete **by Moodle** after one or more conditions fulfilled.

Restrict Access

You can set restriction so the activity can only be accessed if the condition is met.
(You can set this in all activities type)



The screenshot shows the Moodle activity configuration interface. The 'Restrict access' section is expanded, showing 'Access restrictions' set to 'None' and an 'Add restriction...' button. A red arrow points from the text above to this button. Another red arrow points from the 'Add restriction...' button to the 'Add restriction...' dialog box. The dialog box lists several restriction types:

- Activity completion**: Require students to complete (or not complete) another activity.
- Date**: Prevent access until (or from) a specified date and time.
- Grade**: Require students to achieve a specified grade.
- Group**: Allow only students who belong to a specified group, or all groups.
- User profile**: Control access based on fields within the student's profile.
- Restriction set**: Add a set of nested restrictions to apply complex logic.

A 'Cancel' button is located at the bottom of the dialog box.

It will appear like this (in the course page):



The screenshot shows a Moodle course page with a document icon and the text 'Test 2'. Below this, a message states: 'Not available unless: The activity **Basic UI Design** is marked complete'.

Group Submission Settings

You can enable students to submit their assignment in a group.

▼ Group submission settings

Students submit in groups  Yes ▼

Require group to make submission  No ▼

Require all group members submit  No ▼

Grouping for student groups  Assignment Grouping ▼

This setting ensures that students must be in a group to make a submission.

- If 'enabled', all members of the student group must click the submit button before the group submission will be considered as submitted.
- If 'disabled', the group submission will be considered as submitted as soon as any one member of the student group clicks the submit button.

This is the grouping that the assignment will use to find groups for student groups. Choose the Grouping required. If not set, the default set of groups will be used.

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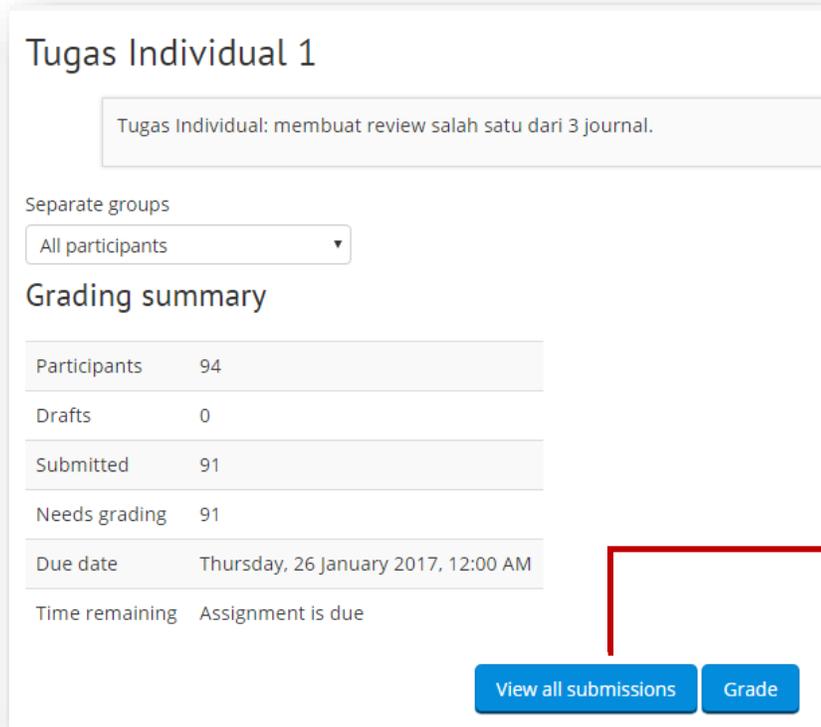
D. GRADE & REPORT

1. View or Mark the Student's Assignment (Manual)

1. Go to your course and click the assignment that you want to check



2. Click **View all submissions** and then click **Grade** or directly click **Grade**
*(If you click **Grade** directly, it will open the submission of each student directly)*



Tugas Individual 1

Tugas Individual: membuat review salah satu dari 3 jurnal.

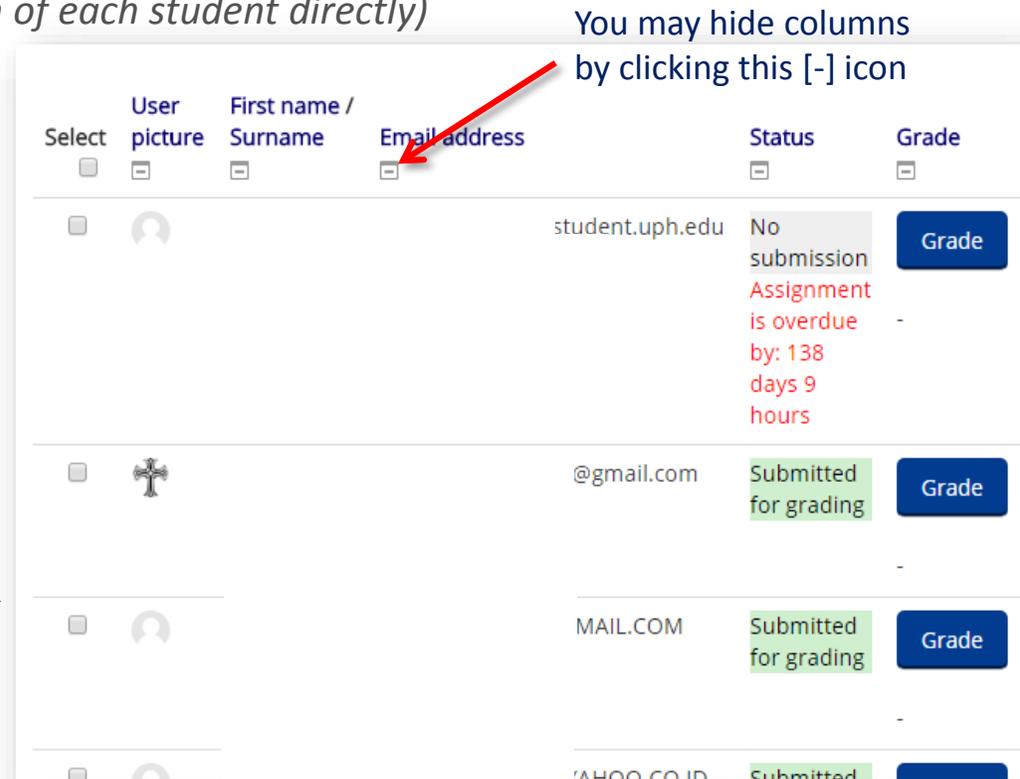
Separate groups
All participants

Grading summary

| | |
|----------------|-------------------------------------|
| Participants | 94 |
| Drafts | 0 |
| Submitted | 91 |
| Needs grading | 91 |
| Due date | Thursday, 26 January 2017, 12:00 AM |
| Time remaining | Assignment is due |

[View all submissions](#) [Grade](#)

You may hide columns by clicking this [-] icon



| Select | User picture | First name / Surname | Email address | Status | Grade |
|--------------------------|--------------|----------------------|-----------------|--|-----------------------|
| <input type="checkbox"/> | | | student.uph.edu | No submission Assignment is overdue by: 138 days 9 hours | Grade |
| <input type="checkbox"/> | | | @gmail.com | Submitted for grading | Grade |
| <input type="checkbox"/> | | | MAIL.COM | Submitted for grading | Grade |
| <input type="checkbox"/> | | | 'AHOO.CO.ID | Submitted | Grade |

3. Input the grade (individually)

(gabungan kelas A, B, C) - 1... FELISITAS N
2017, 12:00 AM FELISITAS25897@YMAIL.COM
43 of 94

Submission

Submitted for grading
Not graded
Assignment was submitted 3 hours 35 mins early
Student cannot edit this submission
REVIEW JURNAL PD 2.docx
Comments (0)

Grade

Grade out of 100

Current grade in gradebook

Feedback comments

Notify students Save changes Reset

You can move to the next student here

Other option: If you want to grade multiple students at once, back to the submission table and find the **Options** section below the table. Check the **Quick grading** option, then you can input the grade directly on the submission table.

ANGELICA TANDIKA ANGELICATANDIKA.AT@GMAIL.COM Submitted for grading

Grade

/ 100.00

Page: 1 2 3 4 5 6 7 8 9 10 (Next)

Notify students Yes

Save all quick grading changes

With selected... Lock submissions Go

Options

Assignments per page 10

Filter Submitted

Quick grading

Show only active enrolments

Download submissions in folders

4. Click Save changes

Annotate Document *New

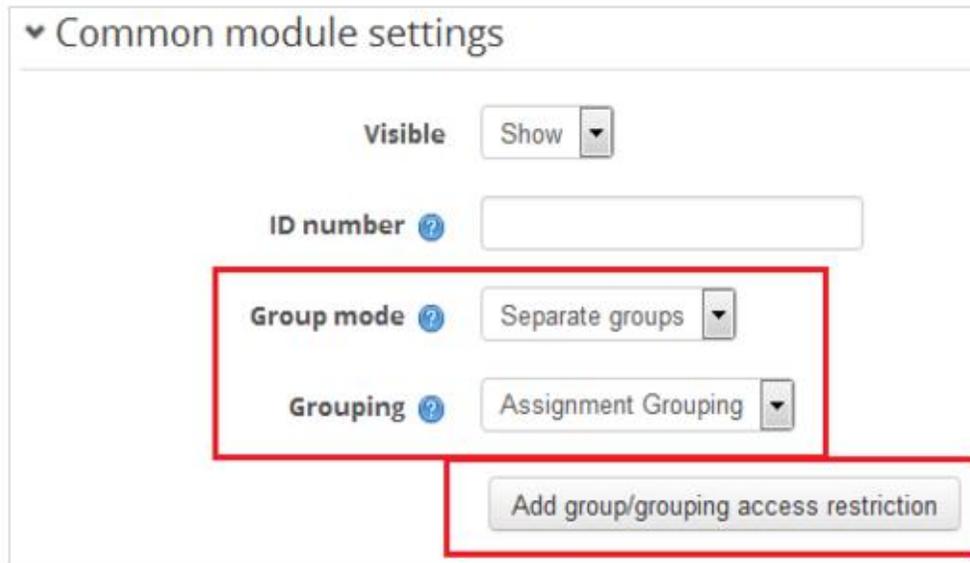
Now you can annotate directly annotate the document uploaded by your students directly and give a grade.

The screenshot displays a user interface for a course titled "Introduction to Climbing" with the subtopic "Safety when solo climbing". The user is identified as Frances Banks. The main content area shows a document titled "Safety considerations when solo climbing" with several paragraphs of text. Annotations are visible: a yellow box labeled "Language?" points to the first paragraph, and another yellow box labeled "More detail needed." points to a bulleted list at the bottom. The right-hand panel, titled "Submission", shows the document is "Submitted for grading" and "Graded". It indicates the student can edit the submission, with a link to "Safety considerations when solo climbing.docx" highlighted by an orange arrow. Below this, the "Grade" section shows a grade of 30.00 out of 100. The "Feedback comments" section contains the text "Some good points but not enough content." and an "Action" list: "1. Add more content" and "2. Elaborate on points raised". At the bottom of the interface are buttons for "Notify students", "Save changes", and "Reset".

Group Grading

When you create assignment, you can set the group submission settings, so the students can submit their works in a group.

Refer to **Assignment** in section C number 7. When you create assignment, go to the common module settings:



Common module settings

Visible Show ▾

ID number ?

Group mode ? Separate groups ▾

Grouping ? Assignment Grouping ▾

Add group/grouping access restriction

- If the **Group mode** setting found in the **Common module settings** is set to separate groups, the list of students on the assignment grading page can be set to display only students from a set group.
- If left at **No groups** the group that each student is in will be displayed but the option to sort by group will not be available.

It is recommended to enable separate groups and to also specify the grouping you have created.

Assignment grading page view will look like this:

Grading action

Choose... ▾

Separate groups (Assignment Grouping) Group 2 ▾

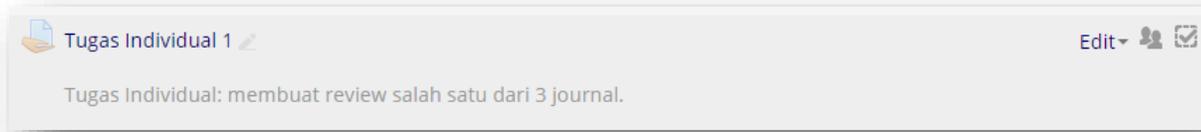
| Select | User picture | First name / Surname | Username | ID number | Status | Group | Grade |
|--------------------------|---|----------------------|------------|-----------|-----------------------|---------|---|
| <input type="checkbox"/> |  | Garry Edmonds | gedmonds | 00614264 | Draft (not submitted) | Group 2 | <input type="text" value="Grade"/> / 100.00 |
| <input type="checkbox"/> |  | Moodle Test User | unepreview | SD3358 | Draft (not submitted) | Group 2 | <input type="text" value="Grade"/> / 100.00 |

If all group members are required to submit, the Status column will show the submission as **Draft (not submitted) until all students have submitted.**

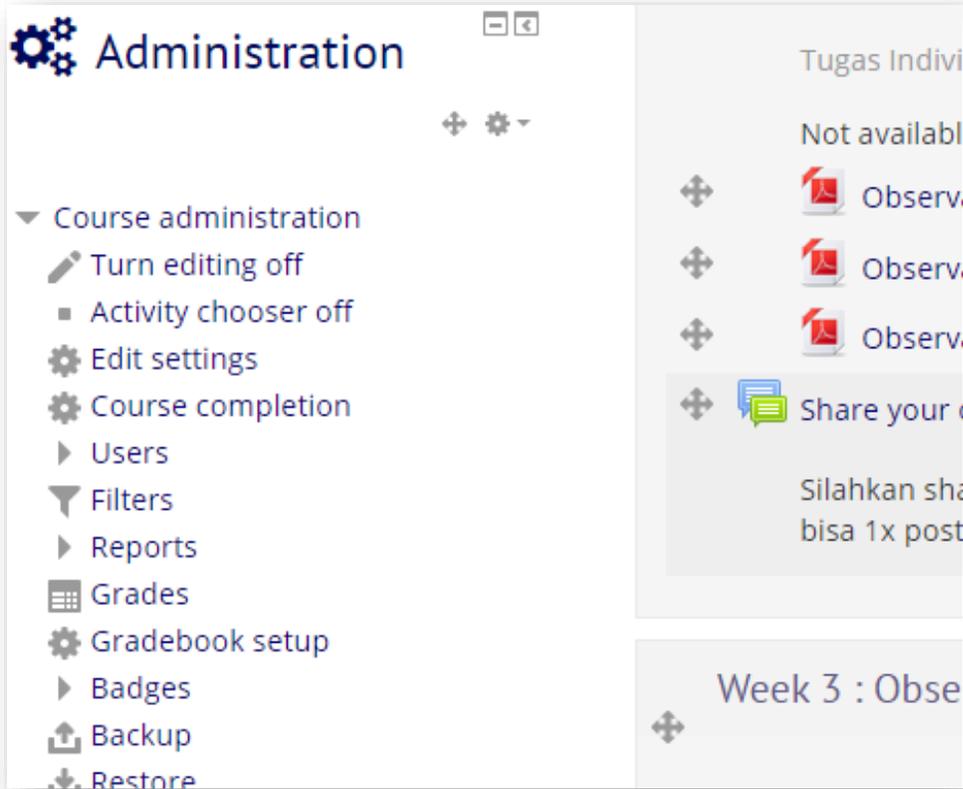
If the assignment doesn't require all group members to submit, then the group submission will be considered as **submitted as soon as any one member of the student group submit their work.**

2. See the Student's Grade

1. Go to your course



2. Click **Grades** on the **Administration** block



It will show the grade report of your class:

Grader report

All participants: 39/39

First name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

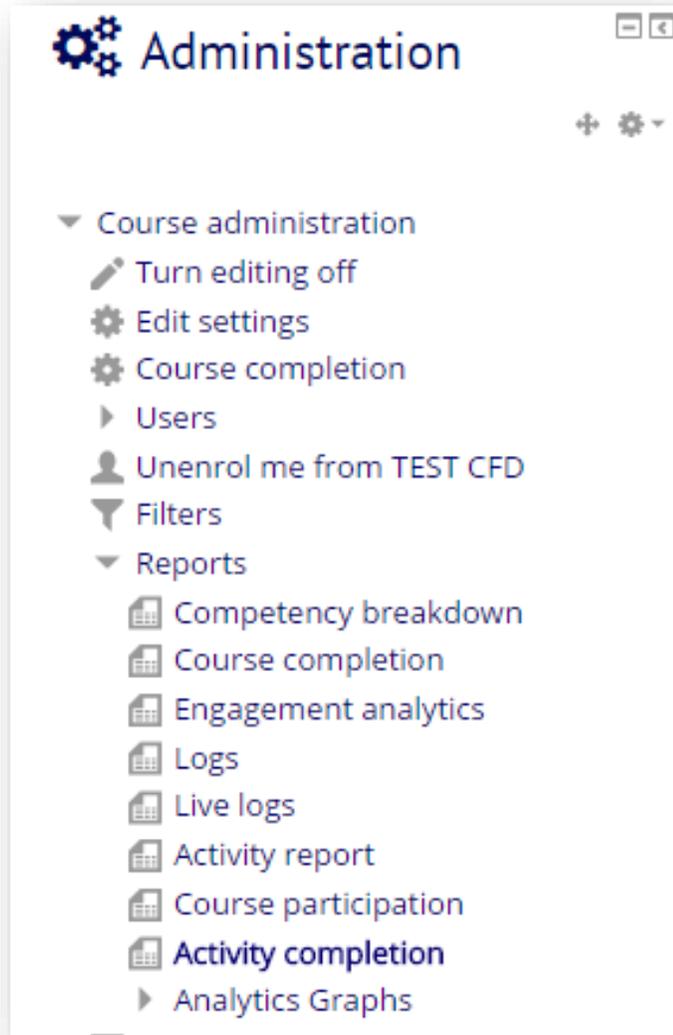
Surname :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 (Next)

| Surname | First name | Email address | PSIKOLOGI KEPERIBADIAN 2 (C)... | Tugas Individual - Tinjauan... | Refleksi - Frankl |
|--------------------|------------|------------------------|---------------------------------|--------------------------------|-------------------|
| NDRENA ADDALIA | | DEADEA11@HOTMAIL.COM | - | | |
| ANDERSEN ADIWINAT, | | SENADIWINATA@GMAIL.COM | - | | |
| AMONA AMIMAN | | 1ONAAMIMAN@GMAIL.COM | - | | |
| ENE ANGELA | | NANG@YMAIL.COM | - | | |

3. See Reports from Administration Block

1. You can see several types of report in the **Administration** block



2. Choose which report that you want to see

The screenshot shows the Moodle Activity completion report for user Esther Krisanti. The report displays a table with columns for various activities and checkboxes indicating completion status. The activities listed are: BASIC MATH, ONLINE ASSIGNMENT - BASIC MATH, Course direction, Test 2, Food Database, ESN launching ideas, Book 1 week 1, BOOK 3, IT Glossary, BOOK 4, Moodle Quickcard for Lecturer, var map; ..., Training Schedule, Week 1 - Online Meeting, Lesson 1 - Decision Making, and Survey 1. The report also includes filters for First name and Surname, and options to download the report in spreadsheet or Excel-compatible format.

| First name / Surname | Email address | BASIC MATH | ONLINE ASSIGNMENT - BASIC MATH | Course direction | Test 2 | Food Database | ESN launching ideas | Book 1 week 1 | BOOK 3 | IT Glossary | BOOK 4 | Moodle Quickcard for Lecturer | var map; ... | Training Schedule | Week 1 - Online Meeting | Lesson 1 - Decision Making | Survey 1 |
|----------------------|-------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Esther Krisanti | esther.krisanti@uph.edu | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LIVANA MAMESAH | LIVANA.MAMESAH@UPH.EDU | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Admin User | masatyo.bawono@uph.edu | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Example: activity completion report
(You can download the report as well)

□ If you need assistance, you may contact

Mr. Masatyo : masatyo.bawono@uph.edu / ext 2341

Ms. Esther : esther.krisanti@uph.edu / ext 2342

Happy Moodling!